

2006 – 2007  
February 2007 Volume 9



**CABINET  
AND  
COUNCIL  
MINUTES**



**CABINET AND COUNCIL MINUTE BOOK**

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COUNCIL  
AND  
COUNCIL  
COMMITTEES



STRATEGIC  
PLANNING  
COMMITTEE





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**REPORT OF STRATEGIC PLANNING COMMITTEE**


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**MEETING HELD ON 7 FEBRUARY 2007**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Julia Merison (4)  
 \* Keith Ferry \* Narinder Singh Mudhar  
 \* David Gawn (1) \* Joyce Nickolay  
 \* Thaya Idaikkadar

\* Denotes Member present  
 (1) and (4) Denote category of Reserve Members

[Note: Councillor John Cowan also attended this meeting to speak on the item indicated at Minute 44 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**43. Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Mrinal Choudhury  
 Councillor Manji Kara

Reserve Member

Councillor David Gawn  
 Councillor Julia Merison

**44. Right of Members to Speak:**

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

Councillor John Cowan                      Planning Application 1/01

**45. Declarations of Interest:**

**RESOLVED:** To note the following declarations of interest made by Members present relating to business to be transacted at this meeting:

- (i) Planning application 1/01 – 287, 289, 291, 293 Whitchurch Lane, Edgware  
 Councillor Marilyn Ashton declared a personal interest in the above item, arising from the fact that the member of the public who had requested to make a representation in relation to the item, Mr Abe Hayeem, was an Adviser to the Town Centre and Major Projects Panel, of which Councillor Marilyn Ashton was Chairman. Accordingly, she would remain in the room and take part in the discussion and decision-making on the item.

Councillors Janet Cowan and John Cowan, who were not members of the Committee, declared a personal interest in the above item arising from the fact that they were members of the Canons Park Residents' Association (CAPRA).

- (ii) Planning application 5/01 – Texaco Wealdstone Service Station, 16-22 Station Road, Harrow  
 Councillor Marilyn Ashton declared a personal interest in the above item arising from the fact that she sat as a Magistrate in the Magistrates Court which was located nearby. Accordingly, she would remain in the room and take part in the discussion and decision-making on the item.

46. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's despatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
11. Planning Applications Received: Item 1/01 – 287, 289, 291, 293 Whitchurch Lane, Edware	This report was unavailable at the time the agenda was printed and circulated. Members were asked to consider the item, as a matter of urgency.

(2) all items be considered with the press and public present.

47. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 10 January 2007 as a correct record once they have been printed in the Council Bound Minute Volume.

48. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

49. **Petitions:**

**RESOLVED:** To receive and note the following petition, which related to Planning Application 1/01:

- (i) Petition opposing the proposed redevelopment of 287-293 Whitchurch Lane  
Councillor John Cowan presented the above petition, which had been signed by 556 people.

50. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

51. **References from Council and other Committees/Panels:**

**RESOLVED:** To note that there were no references from Council or other Committees or Panels received at this meeting.

52. **Representations on Planning Applications:**

**RESOLVED:** That, in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of item 1/01 on the list of planning applications.

53. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

54. **Planning Appeals Update:**

The Committee received a report of the Head of Planning which listed those appeals being dealt with and those awaiting decision.

**RESOLVED:** That the report be noted.

55.

**Member Site Visits:**

The Chairman having reported that applications in relation to the following sites were expected to come to the next meeting of the Committee, it was

**RESOLVED:** That Member visits to the following sites take place on Saturday 3 March 2007 from 9.30am:

- Prince Edward Playing Fields
- Peterborough Cottage, Garlands Lane, Harrow on the Hill

(Note: The meeting, having commenced at 6.30 pm, closed at 7.32 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman



**PROPOSAL:** Conservation Area Consent: Redevelopment of Peterborough Cottage and outbuildings

**DECISION:** WITHDRAWN by the applicant.

**LIST NO:** 3/03                      **APPLICATION NO:** P/2732/06/CFU

**LOCATION:** Royal National Orthopaedic Hospital, Brockley Hill, Stanmore, HA7 4LP

**APPLICANT:** RNOH Trust for PKL Healthcare

**PROPOSAL:** Temporary single storey rear IT building

**DECISION:** (1) REFUSED permission for the development described in the application and submitted plans for the reasons reported;

(2) RESOLVED that, should the applicant wish to submit a further application, officers be urged to continue negotiations with the applicant to assist in identifying a suitable site for the temporary building.

**LIST NO:** 3/04                      **APPLICATION NO:** P/3381/06/CFU

**LOCATION:** The Old Coachworks, R/O 1-7 Whitefriars Drive, Harrow Weald, HA3 5HJ

**APPLICANT:** Knight Frank LLP for Stablewood Ltd

**PROPOSAL:** Three storey block of 10 flats with associated parking and landscaping

**DECISION:** WITHDRAWN by the applicant.

#### **SECTION 5 – PRIOR APPROVAL APPLICATIONS**

**LIST NO:** 5/01                      **APPLICATION NO:** P/58/07/CDT

**LOCATION:** Texaco Wealdstone Service Station, 16-22 Station Road, Harrow, HA1 2UF

**APPLICANT:** Spyder Facilities Ltd for T Mobile

**PROPOSAL:** Proposal: Prior approval for siting and appearance for relocation and height increase of existing monopole antenna from 13.7M to 14.7M. Relocation of equipment cabinets.

**DECISION:** (1) RESOLVED that prior approval of details of siting and appearance be required;

(2) REFUSED prior approval of details of siting and appearance for the development described in the application and submitted plans, as amended on the Addendum, for the reason reported.

(See also Minute 45).



SCRUTINY  
SUB-COMMITTEES





**CHILDREN AND YOUNG PEOPLE SCRUTINY  
SUB-COMMITTEE****13 FEBRUARY 2007**

Chairman:	* Councillor Mark Versallion	
Councillors:	* G Chowdhury * B E Gate * Julia Merison * Mrs Myra Michael (3) * Narinder Singh Mudhar	* David Perry * Dinesh Solanki * Mrs Sasi Suresh (3) * Yogesh Teli * Jeremy Zeid
Voting Co-opted:	(Voluntary Aided)  * Mrs J Rammelt † Reverend P Reece	(Parent Governors)  * Mr R Chauhan * Mrs D Speel

\* Denotes Member present  
(3) Denotes category of Reserve Members  
† Denotes apologies received

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**41. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Jean Lammiman Councillor Mitzi Green	Councillor Mrs Myra Michael Councillor Mrs Sasi Suresh

42. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Julia Merison	The Member declared a personal interest in that she had a nephew with Special Educational Needs. Accordingly the Member would remain in the room and take part in the decision-making on all items of the agenda.
Councillor Jeremy Zeid	The Member declared a personal interest in that he had been appointed to the governing body of Priestmead School. Accordingly the Member would remain in the room and take part in the decision-making on all items of the agenda.
Mrs D Speel	The Member declared a personal interest in that a member of her family was on the SEN list. Accordingly the Member would remain in the room and take part in the decision-making on all items of the agenda.

43. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late on to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
18. Harrow Parent Partnership Service – amendment to report	The amendments contained in this report had not been made at the time the agenda was printed and circulated due to unforeseen urgent work, which was required. Members were requested to consider this item, as it related to

the information report which the Sub-Committee had requested to receive at this meeting.

(2) all items be considered with the press and public present.

44. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 18 October 2006 be taken as read and signed as a correct record;

(2) the minutes of the Special meeting held on 9 January 2007 be deferred until printed in the Council Bound Minute Volume.

45. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Overview and Scrutiny Procedure Rule 8 (Part 4F of the Council's Constitution).

46. **Petitions:**

**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 9 (Part 4F of the Council's Constitution).

47. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Overview and Scrutiny Procedure Rule 10 (Part 4F of the Council's Constitution).

48. **People First Budget:**

Members considered a report of the Director of Financial and Business Strategy, which set out the draft revenue medium term budget strategy (MTBS) for 2007-08 to 2009-10.

Members were advised that there had been a net overspend of £3m in 2005/06, that reserves were at £1.8m at March 2006, which was significantly below the minimum level set by the Council, and that in 2006/07 £19m of savings would be made. It was reported that in 2007/08 the government grant increase would be 2.7%. This would not match the additional pressures from inflation, demand for social care, actions of the Primary Care Trust (PCT) and changes in government policy. There was a proposed Council Tax increase of 4.9% in 2007/08, 3% in 2008/09 and zero in 2009/10. The funding gaps in 2008/09 and 2009/10 would be closed by the fundamental service reviews.

Officers provided information on the People First – Children's budget, which would affect children and young people. In particular, Members were advised that in 2007/08 there was an expected 6.8% increase in the dedicated schools grant. In 2007/08 schools would continue to receive the Minimum Funding Guarantee at a rate of 3.7% per pupil or all schools.

Members and officers entered into detailed discussion on the report and queried whether the vision for Harrow and the Council's Corporate Priorities, as outlined in the officer report, could be met, considering the current financial difficulties. Officers explained that the verbal feedback from the Joint Area Review (JAR) was that Children's Services was good but there was a need for the service to increase capacity in line with demand and increase choice. Although efficiency savings would be made, the settlement would put significant pressure on Children's Services.

The Chairman queried whether the Council's partners had received significant increases in grants from the government. An officer stated none had but that one of the strengths outlined in the JAR was partnership working. It was added that examples of this were the Neighbourhood Resource Centres, Children's Centres and Extended Schools, which were engaging the community and providing localised services. The Borough Commander, safer neighbourhood teams and local organisations were also supporting children and young people's events such as the Kickz programme, which was specifically targeted at vulnerable young people.

The Sub-Committee agreed that, due to financial difficulties of Harrow Council and the continuing poor settlements from central government, it would be necessary to work

with partners and stakeholders in the community to close the gap between resources available and services provided.

In response to Members' questions about providing play facilities for children, an officer reported that all the Children's Centres had well maintained and lit play areas, a draft Play Strategy was being produced by the Director of Learning and Community Development, and that, as well as the Kickz programme, a cricket academy had been run at Canons School and School Sports' Co-ordinators were also delivering coaching in schools.

**RESOLVED:** That (1) the report be noted;

(2) the above comments be forwarded to Cabinet and then Council for consideration.

49. **Social Care Complaints Annual Report:**

The Sub-Committee considered a report of the Director of Children's Services, which provided Members with the 13<sup>th</sup> Annual Report on complaints procedures for social service's responsibilities for April 2005 to March 2006.

It was reported that new government regulations had come into force, which included the right to request a Stage 2 investigation if no response was received within the Stage 1 timescale, no Members being allowed to sit on Stage 3 panels and 'freezing' any decision to change existing care whilst the complaint was being investigated. There had also been system changes within the Council's Complaints Department. All complaints were being logged centrally on a new database, there was mandatory training for managers, training for Members, response letters were being checked by the Complaints Department and mediation was proving successful and preventing cases from requiring a review panel, each of which cost approximately £3000.

In response to questions from Members, an officer reported that if the complainant were at risk by 'freezing' the decision, the decision would be 'unfrozen'. The child's views would be central to the complaint.

**RESOLVED:** That the report be noted.

50. **Looked After Children - Response to Scrutiny Review and Council's Response to Green Paper:**

Members received a verbal report from the Director of Children's Services. The Director stated that the scrutiny review of Children Looked After (CLA) was published in September 2006. As the green paper was not published until October 2006, scrutiny was unable to consider the issues raised. Therefore it had been agreed that the scrutiny review and green paper be linked via consultation forums with CLA, young people, Councillors and multi-agency group. Consequently the green paper response was drawn up and Cabinet supported the scrutiny report and green paper response.

It was stated that work on LAC, taking on board scrutiny's comments, would be undertaken between February and April 2007 following the Joint Area Review (JAR) being received on 23 February 2007. It was reported that an action plan regarding CLA would be part of the response to the JAR report and set in context of the Children and Young People Plan, Council restructure and available resources. It was anticipated that this would be written and signed off by the start of 2007/08, after which time the Sub-Committee could be updated.

**RESOLVED:** That (1) the verbal report be noted;

(2) the Sub-Committee receive an update at its meeting on 26 June 2007.

51. **Adoption Inspection:**

The Sub-Committee received a verbal report of the Director of Children's Services who reported that the last formal inspection was in September 2005. The action plan for that inspection was submitted and accepted by the Commission for Social Care Inspection (CSCI) in November 2005. The key issues remaining were the need to improve the speed of assessments and matching of child and adopter and the need to recruit experienced and high quality staff. There were difficulties in recruiting these staff due to a national shortage and applicants being attracted to the best organisations. As Harrow Council's performance was in the bottom quarter in England, it was not one of the best organisations. Therefore, the UK's leading voluntary adoption agency was commissioned, with support of the CSCI. It was reported that since the commissioning, Harrow's performance was in the top quarter in England.

Members congratulated the Director on taking this approach. In response to a Member's question about why competitive tendering had not taken place, the Director explained that Harrow wanted to commission one of the top five organisations, needed an organisation that was easily accessible from Harrow and an organisation that was willing to act on Harrow's behalf. There was only one organisation that met these criteria and was therefore commissioned.

A Member expressed concern that their accountability would be lost. The Director responded that he was still legally accountable and that management would oversee the quality of work. He added that the Adoption Panel consisted of a Member, local paediatrician, adopters and those that had been adopted. The Member on the Panel had been consulted on the commissioning.

In response to Members' questions relating to support following adoption, the Director explained that post-adoption support was provided.

**RESOLVED:** That (1) the verbal report be noted;

(2) the Sub-Committee receive an annual update.

52. **Children's Services Performance:**

The Sub-Committee considered a report of the Director of Children's Services, which provided Members with the most recent key performance indicators for Children's Services. It was reported that Harrow was one of only three local authorities in England where pupils had achieved above the expected level of progress in all schools. Performance was above the national average at all key stages.

In response to questions from Members, officers stated that the percentage of 14 year old pupils in schools maintained by the Local Authority achieving Level 5 or above in Key Stage 3 in Information Communication Technology (ICT) assessment had decreased. This was in line with a national decrease caused by the move to having online tests and the process being unfamiliar. Members were also advised that there was a student advisory panel, that three student surveys had taken place and that the curriculum had been changed in response to comments received.

**RESOLVED:** That (1) the report be noted;

(2) the Sub-Committee receive an annual update at each January meeting.

53. **School Food Improvement Strategy:**

Members received a report of the Director of Strategic Services, People First, which advised of the progress made to date in relation to the new food-based standards, with special reference to the provision of drinking water in schools.

The Sub-Committee was advised that a follow-up survey had been circulated to High Schools in order to identify specific issues and challenges in relation to the new water standard. Nine schools had responded to date and copies of the responses were circulated to Members.

In response to questions from Members, an officer stated that as the government grant was only transitional, it was preferable that schools spent the money on making mains water available, rather than using water coolers which would be more expensive in the long term.

**RESOLVED:** That (1) the report be noted;

(2) the Sub-Committee receive an annual update.

54. **Governing Body Recruitment and Retention:**

The Sub-Committee received a report of the Director of Children's Services, which informed Members of the progress made against the recommendations made by the Lifelong Learning Scrutiny Sub-Committee at its meeting on 20 January 2004 and its updates on 12 January 2005 and to the Children and Young People Scrutiny Sub-Committee meeting on 4 April 2006.

It was reported that governing body vacancies had decreased to 17.6% from 27% in April 2006, which had been due to a major recruitment drive using a consultant who worked across London and was able to apply best practice.

In reference to Recommendation 6 of the scrutiny review, a Member suggested that there had been an expectation that in addition to long service being recognised through a reception held by the Mayor, shorter service would also be recognised, to help retain

governors. An officer reported that at the time the recommendation was made, long service was to be rewarded first, due to the large number of governors. Not all long-serving governors had yet been invited to attend a reception.

It was reported that the governor service was a small funded service and that Harrow's vacancies were in line with those of other boroughs. As there was a limit to resources it was possible that the vacancy figures would not be reduced significantly.

**RESOLVED:** That the report be noted.

55. **The Distribution of Special Needs Statements in Harrow's Mainstream Schools:**  
Members received a report of the Director of Children's Services, which provided information on the distribution of Special Educational Needs (SEN) statements in Harrow's mainstream schools.

Members were advised that there were approximately 1000 children with SEN statements, with 600 in mainstream schools. It was reported that whilst the distribution of SEN statements across mainstream schools was not even, the spread was not unreasonable and variations were, in the main, accounted for by the additional resourcing for meeting specialist needs in particular schools.

In response to questions from Members, the Sub-Committee was informed that the overall numbers of children with SEN statements was similar to that five years ago, that figures were comparable with other boroughs and that the £45,000 reduction in educational psychologist provision in the budget would be covered by the Schools' Forum.

**RESOLVED:** That the report be noted.

56. **Update on Harrow Sixth Form Collegiate:**  
The Sub-Committee considered a report of the Director of Children's Services, which updated Members on the progress of the Harrow Sixth Form Collegiate. It was reported that Harrow's bid to the Learning and Skills Council (LSC) 16-19 Capital Fund had been considered, unanimously supported and endorsed by the London West Skills Council (LSC). The bid also had the support of local MPs and the Department for Education and Skills (DfES). The National Capital Committee would make a decision on the bid on 27 February 2007.

It was reported that a Collegiate Partnership Board had been established and was meeting regularly, 440 students had enrolled and that the bid included 5 vocational pathways for students between the ages of 14 and 19 to follow.

**RESOLVED:** That the report be noted.

57. **Harrow Parent Partnership Service:**  
The Sub-Committee received a report of the Director of Strategic Services which provided Members with information regarding the Harrow Parent Partnership Service (HPPS).

It was reported that verbal feedback from the Joint Area Review had been favourable regarding the HPPS.

Members queried the percentages in the benchmarking table of the report and an officer reported that she would confirm the correct figures.

**RESOLVED:** That the report be noted.

58. **Scope for Review of Obesity:**  
Members considered a report of the Director of People, Performance and Policy which introduced the scope for the scrutiny review of obesity, agreed as part of the Children and Young People work programme for 2006-2010.

The Chairman explained that the membership for the in-depth review needed to be finalised. Three Members had volunteered and more Members were required.

**RESOLVED:** That (1) the report be noted;

(2) the Chairman be notified of any further Members who wished to take part in the in-depth review.

59. **Group Manager (People First, Finance):**  
The Director of Children's Services informed the Sub-Committee that Paula Foulds was leaving the Council. He, and Members of the Sub-Committee, thanked the officer for her work on the budget.

**RESOLVED:** That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.55 pm)

(Signed) COUNCILLOR MARK VERSALLION  
Chairman

LICENSING  
AND GENERAL  
PURPOSES  
COMMITTEE





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**REPORT OF LICENSING AND GENERAL PURPOSES COMMITTEE**


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**(SPECIAL) MEETING HELD ON 19 FEBRUARY 2007**


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Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Robert Benson \* Ashok Kulkarni  
 \* Don Billson \* Mrs Vina Mithani  
 \* Mrinal Choudhury \* John Nickolay  
 \* G Chowdhury \* Phillip O'Dell  
 \* Mano Dharmarajah \* Raj Ray  
 \* Thaya Idaikkadar \* Tom Weiss  
 \* Nizam Ismail \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**32. Declarations of Interest:**

**RESOLVED:** To note there were no declarations of interest made by Members in relation to the business to be transacted at this meeting.

**33. Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following item be admitted late onto the agenda by reason of the special circumstances and grounds for urgency stated:

<u>Agenda Item</u>	<u>Special Circumstances and Grounds for Urgency</u>
35. Strategy for Early Retirement - agenda report and tabled paper.	Consultation with the Trade Unions had not taken place at the time the agenda went to print. In addition a paper tabled at the meeting summarised comments from the Trade Union. Members were requested to consider the late report together with the tabled paper in order to make an informed decision. The report had to be considered urgently in order to amend policy which would implement the new strategy for early retirement in time for the 1 April deadline.

(2) the following item be deferred until the next ordinary meeting for the reason stated below:

<u>Agenda Item</u>	<u>Reason</u>
36. Flexible Retirement Policy	It was agreed that there were no grounds for urgency to hear this item, and due to the limited time available at this Special meeting, it was agreed that this item be deferred.

(3) all items be considered with the press and public present.

**34. Minutes:**

**RESOLVED:** That the minutes of the meeting held on 18 September 2006 be deferred until the next ordinary meeting of the Licensing and General Purposes Committee.

**35. Strategy for Early Retirement:**

The Committee received a report of the Director of Financial and Business Strategy, which sought approval of the proposed new strategy for early retirement (ie. redundancy, efficiency of the service and Regulation 31) with effect from 1 April 2007.

An officer drew Members' attention to the proposed recommendation which was to approve the new strategy for early retirements, and in particular to:

- (i) note that the discretion to award compensatory added years was being removed with effect from 1 April 2007; and
- (ii) agree to continue to base severance payments on actual week's pay and apply the Council's current enhancement policy.

It was noted that the Trade Union had been involved in negotiations and a response summarising their views was tabled at the meeting.

Responding to questions, the Director of Financial and Business Strategy explained that the cost of redundancy currently fell on the revenue fund, and was spread over a maximum period of three years. The new strategy aimed to reduce the total cost and also spread the cost over a longer period. The new strategy included changes to the treatment of "strain on the pension fund" costs. She further went on to explain that an actuarial valuation took place every three years, which took into consideration liabilities such as retirement benefits and assets, namely the fund's investments, and, at the previous valuation, 82% of the Authority's assets were covered. The valuation would identify the liability gap which then dictated the employer's contribution for the following three years. It was noted that the policy was required to be in place prior to the organisational structure changes.

**RESOLVED:** That the new strategy for early retirements be approved, and in particular:

- (i) that the discretion to award compensatory added years be removed with effect from 1 April 2007;
- (ii) to continue to base severance payments on actual week's pay and apply the Council's current enhancement policy.

36. **Flexible Retirement Policy:**

**RESOLVED:** That this item be deferred to the next meeting of the Licensing and General Purposes Committee, due to be held on 5 March 2007.

(See also Minute 33).

(Note: The meeting, having commenced at 7.00 pm, closed at 7.30 pm).

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

LICENSING AND  
GENERAL PURPOSES  
PANELS



## PERSONNEL APPEALS PANEL

5 FEBRUARY 2007

Chairman: \* Councillor Joyce Nickolay

Councillors: \* Bob Currie \* Salim Miah

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**42. **Appointment of Chairman:**

**RESOLVED:** That Councillor Joyce Nickolay be appointed Chairman of the Panel for the purposes of the meeting.

43. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

44. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

45. **Minutes:**

(See Note at conclusion of these minutes).

46. **Disciplinary Appeal:**

Following careful consideration of both the verbal and written evidence presented by the appellant and management, the Panel

**RESOLVED:** That the appeal be dismissed.

(Note: The meeting having commenced at 9.36 am, closed at 12.24 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

[Note: Personnel Appeals Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Personnel Appeals Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



## PERSONNEL APPEALS PANEL

13 FEBRUARY 2007

Chairman: \* Councillor Mrs Lurline Champagne

Councillors: \* Mrs Camilla Bath \* Bill Stephenson

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**47. **Appointment of Chairman:**

**RESOLVED:** That Councillor Mrs Lurline Champagne be appointed Chairman of the Panel for the purposes of the meeting.

48. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

49. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

50. **Minutes:**

(See Note at conclusion of these minutes).

51. **Disciplinary Appeal:**

Following careful consideration of both the verbal and written evidence presented by the appellant and management, the Panel

**RESOLVED:** That the appeal be dismissed.

(Note: The meeting having commenced at 9.35 am, closed at 1.24 pm)

(Signed) COUNCILLOR MRS LURLINE CHAMPAGNIE  
Chairman

[Note: Personnel Appeals Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Personnel Appeals Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].





## PERSONNEL APPEALS PANEL

27 FEBRUARY 2007

Chairman: \* Councillor Joyce Nickolay

Councillors: \* Raj Ray \* Jeremy Zeid

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**52. **Appointment of Chairman:**

**RESOLVED:** That Councillor Joyce Nickolay be appointed Chairman of the Panel for the Purposes of the meeting.

53. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

54. **Arrangement of Agenda:**

**RESOLVED:** That the appeal be considered with press and public excluded on the grounds that it would involve the disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), in that it would involve the disclosure of information relating to an individual.

55. **Minutes:**

(See Note at conclusion of these minutes).

56. **Grievance Appeal:**

Following careful consideration of both the verbal and written evidence presented by the appellants and management, the Panel

**RESOLVED:** That the appeal be dismissed.

(Note: The meeting having commenced at 9.40 am, closed at 1.48 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY  
Chairman

[Note: Personnel Appeals Panel minutes are:-

- (1) approved following each meeting by the Members serving on that particular occasion and signed as a correct record by the Chairman for that meeting;
- (2) printed into the Council Minute Volume, published monthly;
- (3) not submitted to the next panel meeting for approval.

Reasons: The Personnel Appeals Panel is constituted from a pooled membership. Consequently, a subsequent Panel meeting is likely to comprise a different Chairman and Members who took no part in the previous meeting's proceedings. The process referred to at (1) above provides appropriate approval scrutiny].



COUNCIL





**MINUTES  
of the  
COUNCIL TAX MEETING  
of the  
COUNCIL  
of the  
LONDON BOROUGH OF HARROW  
held on  
THURSDAY 22 FEBRUARY 2007**

**Present:**           **The Worshipful the Mayor (Councillor Janet Cowan)  
The Deputy Mayor (Councillor Jean Lammiman)**

**Councillors:**

John Anderson  
Nana Asante  
David Ashton  
Mrs Marilyn Ashton  
Mrs Camilla Bath  
Miss Christine A. Bednell  
Robert Benson  
Mrs Lurline Champagnie  
Mrinal Choudhury  
Golam Sobhan Chowdhury  
John Cowan  
Bob Currie  
Margaret Davine  
Mano Dharmarajah  
Anthony Ferrari  
Keith Ferry  
Archie T. Foulds  
Brian E. Gate  
David Gawn  
Mitzi Green

Susan Hall  
Graham Henson  
Thaya Idaikkadar  
Nizam Ismail  
Manji. Kara  
Mrs E.M. Kinnear  
Ashok Kulkarni  
Dhirajlal Lavingia  
Barry Macleod-Cullinane  
Julia Merison  
Salim Miah  
Myra Michael  
Jerry J. Miles  
Chris Mote  
Mrs Janet Mote  
Narinder Singh Mudhar  
John Nickolay  
Mrs Joyce Nickolay  
Christopher D. Noyce  
Phillip O'Dell

Asad Omar  
Paul Osborn  
Anjana Patel  
David Perry  
Raj Ray  
Richard David Romain  
Anthony Seymour  
Navin Shah  
Mrs Rekha Shah  
Stanley Sheinwald  
Eric Silver  
Dinesh Solanki  
Bill Stephenson  
Mrs Sasikala Suresh  
Yogesh Teli  
Keekira Thammaiah  
Mark A. Versallion  
Thomas Weiss  
Jeremy Zeid

**PRAYERS**

The meeting opened with Prayers offered by the  
Rabbi Andrew Shaw

**98. COUNCIL MINUTES:****RESOLVED:**

**THAT THE MINUTES OF THE ORDINARY MEETING HELD ON 19 OCTOBER 2006, THE EXTRAORDINARY MEETINGS HELD ON 11 DECEMBER 2006 (2 MEETINGS), AND THE EXTRAORDINARY MEETING HELD ON 29 JANUARY 2007 BE TAKEN AS READ AND SIGNED AS CORRECT RECORDS.**

**99. DECLARATIONS OF INTEREST:**

- (i) Item 8 on the Summons – Revenue Budget 2007-08 to 2009-10  
A number of Members declared personal interests in the above item (set out at Appendix I to these Minutes) and accordingly remained in the Chamber and took part in the debate and voting on this item.
- (ii) Item 16(4) on the Summons – Motion regarding Free Travel for Under 18s  
Councillor Christopher Noyce declared a personal interest in the above item, and accordingly remained in the Chamber and took part in the debate and voting on this item.

**RESOLVED:**

**THAT THE DECLARATIONS OF INTEREST MADE BY MEMBERS OF COUNCIL IN RESPECT OF THE BUSINESS TO BE TRANSACTED AT THIS MEETING BE DULY RECEIVED AND RECORDED (AS SET OUT ABOVE AND AT APPENDIX I TO THESE MINUTES).**

**100. MAYOR'S ANNOUNCEMENTS:****RESOLVED:**

**THAT THE COUNCIL RECEIVE AND NOTE THE REPORT OF THE WORSHIPFUL THE MAYOR, AS TABLED, UPON HER OFFICIAL DUTIES, TOGETHER WITH THE OCCASIONS ON WHICH SHE HAD BEEN REPRESENTED BY THE DEPUTY MAYOR, THE HONORARY ALDERMAN AND PAST MAYORS, SINCE THE LAST COUNCIL MEETING.**

**101. QUEEN'S NEW YEAR'S HONOURS LIST:**

The following residents of the Borough received awards in the Queen's New Year's Honours List:

Mr D Ross Simpson	Member of the British Empire
Miss Jacqueline Stimpson	Member of the British Empire
Mr Dipesh Jayantilal Shah	Officer of the British Empire

**102. COUNCILLOR DAVID GAWN:**

The Mayor congratulated Councillor David Gawn on this, the occasion of his 30<sup>th</sup> birthday.

**103. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 26.1:**

The Leader of the Council, Councillor Chris Mote, moved a procedural motion under the general provisions of Rule 26.1 that, in line with the practice in previous years, the rules of debate be varied to reflect the importance of the Revenue Budget as a subject matter. A note on the procedures which would apply for the purposes of the Revenue Budget debate had been tabled.

The proposal received the general assent of the Council.

**RESOLVED:**

**THAT THE PARTIAL SUSPENSION OF THE RELEVANT COUNCIL PROCEDURE RULES REGARDING THE MOVING OF A RECOMMENDATION FROM THE EXECUTIVE AND THE RULES OF DEBATE (INCLUDING EXTENDED TIME FOR OPENING SPEECHES BY ALL THREE GROUPS) AS SET OUT IN THE TABLED NOTE, BE APPROVED FOR THE PURPOSES OF THE REVENUE BUDGET DEBATE.**

**104. PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.6:**

The Leader of the Labour Group, Councillor Navin Shah, moved and the Deputy Leader of the Group, Councillor Bill Stephenson, seconded a procedural motion under the general provisions of Council Procedure Rule 15.6 that the Motion included at Item 16(3) of the Council Summons and indicated to stand referred to the next meeting of the Cabinet, as being a matter within its delegated powers, should rather be considered at this Council meeting.

Upon a vote, the procedural motion was not carried.

**RESOLVED:**

**THAT THE PROCEDURAL MOTION UNDER COUNCIL PROCEDURE RULE 15.6, SEEKING THE CONSIDERATION AT THIS COUNCIL MEETING OF THE MOTION AT 16(3) OF THE SUMMONS, BE NOT AGREED.**

(See also Resolution 119 below).

**105. PETITIONS:**

In accordance with Council Procedure Rule 11, the following petitions were presented.

(1) By Members of Council on behalf of petitioners:

- (i) Councillor Graham Henson submitted a petition signed by 49 residents which objected to the proposals for changes to the meals on wheels service.

[The petition stood referred to Cabinet].

- (ii) Councillor Mrs Margaret Davine presented a petition containing 130 signatures of residents, opposing the proposed cut in voluntary sector grants funding.

[Note: The petition was formally received and taken into account for the purposes of the Revenue Budget and Council Tax decision (see Resolution 108 below)].

(2) By members of the public:

- (i) Mr Peter Watson submitted a petition signed by approximately 900 residents which objected to the proposed cut in the grant for Harrow Young Musicians.

[Note: The petition was formally received and taken into account for the purposes of the Revenue Budget and Council Tax decision (see Resolution 108 below)].

- (ii) Mr Savan Patel presented a petition containing 53 signatures of residents, requesting that the Council take action to address issues relating to a property in Northwick Park Road, Harrow, including allegations of anti-social behaviour.

[The petition stood referred to the Portfolio Holder for Urban Living - Community Safety and Public Realm].

**106. PUBLIC QUESTIONS:**

Further to Item 6 on the Summons, the following questions had been submitted by members of the public in accordance with Council Procedure Rule 12.3:

<u>QUESTION BY</u>	<u>QUESTION OF</u>	<u>TEXT OF QUESTION</u>
(1) Mr Peter Watson	Portfolio Holder for Lifelong Learning and Cultural Services (Councillor Miss Christine Bednell)	"Would you agree that as a voluntary organisation (run by volunteers such as myself), the cut in funding of 20% for Harrow Young Musicians is completely out of line with cuts of 10% imposed on other voluntary organisations, and as our

- grant has only increased by 6% over the last ten years and student numbers have stayed roughly the same this will put Harrow Young Musicians, a beacon organisation of Harrow, at risk of closure?
- (2) Ms Ann Freeman Portfolio Holder for Issues facing People with Special Needs (Councillor Eric Silver) “Will you please ask the Adult Health and Social Care Scrutiny Sub-Committee, as a matter of urgency, to investigate the current work programme and contracts undertaken by Wiseworks Enterprises?”
- (3) Ms Linda Holman Portfolio Holder for Issues facing People with Special Needs (Councillor Eric Silver) “Will Eligibility Assessment Criteria for Wiseworks include clinical reports?”
- (4) Mrs Anne Diamond Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property (Councillor Chris Mote) “Do you understand the hardships you will be causing by putting up fees for Social Services?”
- Whether it is day centres, charging for what for many is their only trip out of a very humble existence for a few hours a week, the only time they may have others around to talk.
- Will the services that the Council offers be affordable, or will it drain many of the small amounts of savings they have managed to save?
- Will the Council improve the quality and give those who need the services a service that is meaningful, that is reliable, that is free to those who are entitled to it, without fear they many lose their lifeline at any moment?
- Many only have a small nest egg for rainy days.
- I would like to know why it is always the people who need help that are affected by change.
- I hope the Council will work together to arrive at a solution with all groups to ensure that they get it right”.
- (5) Ms Joan Penrose Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property (Councillor Chris Mote) “Why are trading inquiries to Wiseworks now being referred back to officers of the Council?”

[Note: Oral answers were provided to the above questions and, under the provisions of Council Procedure Rule 12.4, each questioner also asked a supplementary question, which was additionally answered].



**107. COMMUNITY PLAN:**

Further to Item 7 on the Summons, the Council received Recommendation I of the Cabinet meeting of 9 November 2006 in this matter.

**RESOLVED:**

**THAT THE COMMUNITY PLAN 2006 – 2020 BE APPROVED.**

**108. REVENUE BUDGET 2007-08 TO 2009-10:**

- (i) Further to Item 8 on the Summons, the Leader of the Council, Councillor Chris Mote, formally moved Recommendation I of the Cabinet meeting of 15 February 2007 in this matter.
- (ii) The Labour Group tabled an amendment to the Recommendation. Councillor Navin Shah moved and Councillor Bill Stephenson seconded the detailed amendment, which included specific proposals for the Authority's budget for 2007/08, and a revised Medium Term Budget Strategy and a revised model Council Tax resolution on the basis of those proposals. The proposals resulted in Council Tax increases of 4.9% in 2007-08, 3% in 2008-09 and 3% in 2009-10.
- (iii) Further to the decision outlined at Resolution 103 above, the amendment and the Recommendation were debated jointly.
- (iv) Following a full debate, the amendment outlined at (ii) above was voted upon; this was not carried.
- (v) The meeting then moved to a vote upon the substantive Recommendation; this was carried and adopted.

**RESOLVED:**

**THAT THE SUBSTANTIVE RECOMMENDATION BE ADOPTED IN THE FOLLOWING FORM:**

That (1) the 2007-08 Revenue Budget be approved to enable the Council Tax for 2007-08 to be set;

(2) the model Council Tax resolution set out below be approved;

**COUNCIL TAX RESOLUTION 2007-2008**

- (A) To note that at the Cabinet meeting on 18 January 2007, the Council calculated the amount of 84,926 as its Council Tax Base for the year 2007-2008 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (B) That the following amounts be now calculated by the Council for the year 2007-2008, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
  - (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £476,461,610
  - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £321,387,980
  - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £155,073,630
  - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, £59,998,630

reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit)

- (v) Being **the amount to be raised from Council Taxes** calculated as the amount at 2(iii) above less the amount at 2(iv) above. £95,075,000
- (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at the Cabinet meeting on 18 January 2007 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax)** £1,119.50

(vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	746.33	870.72	995.11	1,119.50	1,368.28	1,617.06	1,865.83	2,239.00

Being the amounts given by multiplying the amount at (vi) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (C) That it be noted that for 2007-2008 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	202.59	236.35	270.12	303.88	371.41	438.94	506.47	607.76

- (D) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2007-2008 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	948.92	1,107.07	1,265.23	1,423.38	1,739.69	2,056.00	2,372.30	2,846.76

- (3) the new reserves policy be approved;

(4) the Housing Revenue Account for 2007-08 be approved and in particular it be agreed to:

- (i) increase rents by 5% on average from 1 April 2007;
- (ii) note that rents and service charges for tenants will be de-pooled from 1 April 2007;
- (iii) increase garage rents to £12.75 per week from 1 April 2007;
- (iv) increase car parking rents to £8.37 per week from 1 April 2007;
- (v) increase the administration charge for leaseholders to 20% from 1 April 2007 to cover costs;
- (vi) increase energy charges by 70p per week from 1 April 2007;

(5) the Members' Allowances Scheme for 2007-08 be approved.

[Notes to the Resolution: (i) The budget summary relating to the Resolution is enclosed at Appendix II to these Minutes;

(ii) the new Reserves Policy is enclosed at Appendix III to these Minutes;

(iii) the Housing Revenue Account for 2007-08 is enclosed at Appendix IV to these Minutes;

(iv) the Members' Allowances Scheme for 2007-08 is enclosed at Appendix V to these Minutes].

[Procedural Note: At the commencement of this item, further to the tabling of the Labour Group amendment, the Mayor proposed an adjournment to enable all Members of Council to assimilate the document then presented. This proposal was agreed by the general assent of the Council and the meeting was accordingly adjourned from 8.18 pm until 8.47 pm for this purpose].

**109. PROCEDURE FOR THE TERMINATION OF THE MEETING:**

(i) At 10.19 pm, during the debate on the Revenue Budget 2007-08 to 2009-10 at Item 8 of the Summons, the Council agreed a procedural motion to extend the meeting beyond the formal closure time of 10.30 pm until the conclusion of the Revenue Budget debate.

(ii) At 10.33 pm, Councillor Navin Shah moved a procedural motion to further extend the meeting beyond consideration of Item 8.

Upon a formal vote, this proposal was not agreed.

(iii) At 11.12 pm, at the conclusion of the debate on the Revenue Budget 2007-08 to 2009-10, the "guillotine" procedure, as set out under Council Procedure Rule 10.3, came into operation for the determination of the remaining business on the Summons.

**RESOLVED:**

**THAT THE PROCEDURE FOR THE TERMINATION OF THE MEETING, AS SET OUT ABOVE, BE APPLIED.**

**110. TREASURY MANAGEMENT STRATEGY 2007-08 AND PRUDENTIAL INDICATORS 2007-08 TO 2009-10:**

Further to Item 9 of the Summons, the Council received Recommendation II of the Cabinet meeting held on 15 February 2007 in this matter.

The Recommendation was adopted as printed.

**RESOLVED:**

**THAT (1) THE TREASURY MANAGEMENT STRATEGY FOR 2007-08 BE APPROVED (as set out in paragraphs 5 to 17 of the report of the Director of Financial and Business Strategy submitted to the Cabinet meeting);**

**(2) THE PRUDENTIAL INDICATORS FOR 2007-08 TO 2009-10 BE APPROVED (as set out in paragraphs 18 to 39 of the report of the Director of Financial and Business Strategy submitted to the Cabinet meeting).**

**111. TERMS OF REFERENCE OF THE CHILDREN AND YOUNG PEOPLE SCRUTINY SUB-COMMITTEE:**

At Item 10 of the Summons, the Council received Recommendation I of the Overview and Scrutiny Committee meeting held on 21 November 2006 in this matter.

**RESOLVED:**

**THAT THE ABOVE RECOMMENDATION BE ADOPTED AS PRINTED.**

**112. OVERVIEW AND SCRUTINY WORK PROGRAMME:**

Further to Item 11 on the Summons, the meeting considered Recommendation II of the Overview and Scrutiny Committee meeting on 21 November 2006 in this matter.

**RESOLVED:**

**THAT THE RECOMMENDATION BE ADOPTED AS PRINTED.**

**113. PROTOCOLS - MONITORING OFFICER AND CHIEF FINANCIAL OFFICER:**

Further to Item 12 on the Summons, the Council received Recommendation I of the Standards Committee meeting held on 5 December 2006.

**RESOLVED:**

**THAT THE RECOMMENDATION BE ADOPTED AS PRINTED.**

**114. MEMBERSHIP OF THE EXECUTIVE:**

At Item 13 on the Summons, the Leader of the Council had given notice of the following proposed change to the membership of the Executive for the remainder of the Municipal Year 2006/07:-

Appointment of the Portfolio Holder for Urban Living – Community Safety and Public Realm

Current Appointee

New Appointee

Councillor Mrs Kinnear

Councillor Susan Hall

**RESOLVED:**

**THAT THE CHANGE TO THE MEMBERSHIP OF THE EXECUTIVE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006/07, AS SET OUT ABOVE, BE AGREED.**

**115. MEMBERSHIP OF THE OVERVIEW AND SCRUTINY COMMITTEE:**

Further to Item 14 on the Council Summons, the meeting received notification from the Leader of the Council of the following proposed change to the membership of the Overview and Scrutiny Committee for the remainder of the Municipal Year 2006/07:-

Current Appointee

New Appointee

Councillor Richard Romain

Councillor Stanley Sheinwald

**RESOLVED:**

**THAT THE CHANGE TO THE MEMBERSHIP OF THE OVERVIEW AND SCRUTINY COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006/07, AS SET OUT ABOVE, BE AGREED.**

**116. QUESTIONS WITH NOTICE (COUNCIL PROCEDURE RULE 13):**

It was noted that no questions had been submitted by Members of Council under the provisions of Council Procedure Rule 13.

**117. MOTION AT ITEM 16(1) ON THE SUMMONS: CAMPAIGN FOR A BETTER GRANT FOR HARROW:**

- (i) At Item 16(1) on the Summons, the Council received a Motion in the names of Councillors Chris Mote and David Ashton in the following terms:

“Council notes:

(i) the campaign for a *Better Grant for Harrow* by the Harrow Observer;

(ii) when taking all government grants into consideration, Harrow receives an average of £145 per head less than its nearest neighbours

and £572 per head less than the London average; Harrow has the lowest reserves for outer London boroughs at only £1.5m, compared with the average of £12m; and because of under-funding in the health service, the London Borough of Harrow will incur an additional £3.5m this year, and rising, through costs shunted to the Council by the Harrow PCT.

Council resolves:

- (i) To support the campaign by the Harrow Observer and expects all Members to sign the letter in Appendix 1.”
- (ii) A tabled amendment in the names of Councillors Navin Shah and Bill Stephenson was received, as follows:

“Replace paragraphs (i) and (ii) after “Council notes:” with the following:

- (1) the representations made to Ministers and Treasury Civil Servants by both the previous and current administrations, and the campaign recently launched by Harrow Observer for a better grant for Harrow;
- (2) the support received from Harrow’s MPs in arranging the meetings noted above;
- (3) the substantial investment of many millions of pounds put into Harrow by the Government providing substantial benefits, for example, the £31.5 million for the redevelopment of Whitmore School and the millions invested in school buildings;
- (4) the need for the urgent replacement of the existing Council Tax system, introduced immediately after the disastrous poll tax in 1993, by a more equitable system which should, in particular, protect genuine hardship for people on low incomes;
- (5) when taking all government grants into consideration, Harrow receives an average £145 per head less than other Outer London Boroughs and £572 per head less than the London average and Harrow has the lowest reserves of any Outer London Borough at only £1.5 million, compared with the average of £12 million;
- (6) the unprecedented level of investment made by the Government in the Health Service but, due to the financial difficulties faced by the Primary Care Trust, Harrow Council will incur a cumulative cost of £3.5m, including the estimated impact of further cost shunting in 2007-08.”

(iii) Upon a vote, the amendment was not carried.

(iv) Upon a further vote, the substantive motion was adopted.

**RESOLVED:**

**THAT THE MOTION APPEARING AT ITEM 16(1) ON THE SUMMONS, AS SET OUT AT (i) ABOVE, BE ADOPTED.**

**118. MOTION AT ITEM 16(2) ON THE SUMMONS: REVIEW OF THE OVERVIEW AND SCRUTINY CALL-IN PROCEDURE:**

- (i) At Item 16(2) on the Summons, the Council received a Motion in the names of Councillors Anthony Seymour and Julia Merison in the following terms:

“Proposed Amendment to Overview and Scrutiny Procedure Rule 22

- (1) The process for call in
  - 22.2 Any decision of the Executive, which has been taken but not implemented may be called in by:
    - (a) Any six Members of the Council, and additionally, in relation to Executive decisions

on education matters only, any six Members of the Council and the voting co-opted members of the Children and Young People Scrutiny sub-committee;

- (b) Any Member of the Overview and Scrutiny Committee;
- (c) 150 members of the public, (defined as anyone registered on the electoral roll of the Borough)

Only decisions relating to Executive functions, whether delegated or not may be called in.

- (2) New Rule 22.3 – Limits on the number of decisions called-in
  - 22.3 (a) Members of the Council (including co-opted members) may call in 8 decisions in any municipal year. A Member of the Overview and Committee may call in no more than two of the eight decisions;
  - (b) Members of the public may call in no more than two decisions in any municipal year;
  - (c) No more than ten decisions may be subject to the call in procedure in any municipal year.

- (3) Re-number Rule 22.3 and the remaining rules accordingly.

- (4) Re-numbered Rule 22.5 (currently 22.4):

Call-in must be by notification to the Chief Executive in writing or by fax:

- (a) signed by all six Members and voting co-optees. A request for call-in by email from a Member will require a separate email from each of the six Members concerned;
  - (b) signed by the individual member of the Overview and Scrutiny Committee;
  - (c) signed by all 150 members of the public registered on the electoral roll, and stating their names and addresses.
- (5) 22.5 Delete the words in the first line from “by Members or voting co-opted Members”. The paragraph would read “A notice to invoke the call-in procedure.....”
  - (6) To ensure that the limit of ten decisions called in is not exceeded, Rule 36.1 (Suspension) would be amended to include Rule 22.3 (c).”

- (ii) A tabled amendment in the names of Councillors Mitzi Green and Brian Gate was received, as follows:

“Insert “That the” before “Proposed”, and after “Rule 22” insert “on this Council’s Summons should, in the spirit of good governance and good Scrutiny practice be referred to Overview and Scrutiny for full discussion, and be also referred to the Constitution Review Working Group for discussion and recommendation:-“

- (iii) Upon a vote, the amendment was not carried.
- (iv) Upon a further vote, the substantive Motion was carried and adopted.

**RESOLVED:**

**THAT THE MOTION APPEARING AT ITEM 16(2) ON THE SUMMONS, AS SET OUT AT (i) ABOVE, BE ADOPTED.**

119. **MOTION AT ITEM 16(3) ON THE SUMMONS: PROPOSAL FOR ORGANISATIONAL REVIEW:**

Further to the provisions of Council Procedure Rule 15.6,

**RESOLVED:**

**THAT THE MOTION SET OUT AT ITEM 16(3) ON THE SUMMONS STAND REFERRED TO THE NEXT MEETING OF THE CABINET, AS BEING A MATTER WITHIN THE POWERS OF THE CABINET.**

(Resolution 104 above also refers).

120. **MOTION AT ITEM 16(4) ON THE SUMMONS: FREE TRAVEL FOR UNDER 18'S:**

(i) At Item 16(4) on the Summons, the Council received a Motion in the names of Councillors Navin Shah and Bill Stephenson in the following terms:

“This Council fully supports the Mayor of London’s provision of free bus travel for all young people under 16 and for under-18’s in full time education. The Council sees the policy as playing an important role in encouraging young Londoners to see the value of public transport rather than being reliant on cars; helping your people to become independent; providing access for young people in Harrow to cultural, sporting, leisure and social events both in Harrow and in London at large; and making transport to schools and colleges affordable.

This Council further believes that free bus travel is a very successful policy supported by 80% of Londoners, which saves families with children £350 every year for each child. The Council deplores the concerted attacks on this policy by Tory members of the Greater London Assembly and other Tory London MPs.”

(ii) Upon a vote, the Motion was not carried.

**RESOLVED:**

**THAT THE MOTION AT ITEM 16(4) ON THE SUMMONS BE NOT ADOPTED.**

121. **OVERVIEW AND SCRUTINY SUB-COMMITTEES: EDUCATION CALL-IN SUB-COMMITTEE:**

Further to Item 17 on the Council Summons, it was

**RESOLVED:**

**THAT, IN ACCORDANCE WITH OVERVIEW AND SCRUTINY RULE 4.3, THE ESTABLISHMENT OF AN EDUCATION CALL-IN SUB-COMMITTEE TO CONSIDER AND DEAL WITH EXECUTIVE DECISIONS “CALLED IN” UNDER OVERVIEW AND PROCEDURE RULE 22 AND RELATING TO EDUCATION MATTERS, BE CONFIRMED.**

122. **DECISIONS TAKEN UNDER THE URGENCY PROCEDURE BY PORTFOLIO HOLDERS/LEADER AND CABINET AND USE OF THE SPECIAL URGENCY PROCEDURE:**

Further to Item 18 on the Summons, the meeting received a report of the Director of Legal and Governance Services which provided a summary of the urgent decisions taken by Portfolio Holders, the Leader and Cabinet, and the use of the special urgency procedure, since the last meeting of Council on 19 October 2006.

**RESOLVED:**

**THAT (1) THE URGENT DECISIONS TAKEN BY THE PORTFOLIO HOLDERS, THE LEADER AND CABINET SINCE THE LAST COUNCIL MEETING, AS NOW REPORTED, BE NOTED;**

**(2) THE ONE OCCASION ON WHICH THE SPECIAL URGENCY PROCEDURE HAD BEEN USED SINCE THE LAST COUNCIL MEETING, BE NOTED.**

**(CLOSE OF MEETING:** All business having been completed, the Mayor declared the meeting closed at 11.15 pm).

APPENDIX ICOUNCIL (COUNCIL TAX) MEETING – 22 FEBRUARY 2007DECLARATIONS OF INTEREST MADE BY MEMBERS OF COUNCIL  
(ITEM 2 ON THE SUMMONS)

The following Members of Council declared personal interests in Item 8 on the Summons, Revenue Budget 2007-08 to 2009-10:

<u>Member</u>	<u>Interest</u>
Councillor David Ashton	Assisted with fundraising proposals for Harrow Mencap.
Councillor Miss Christine Bednell	Patron of Harrow Young Musicians.
Councillor Mrinal Choudhury	Member of London Kalibari.
Councillor John Cowan	Treasurer of the MS Society.
Councillor Mrs Margaret Davine	Has a relative in receipt of Meals on Wheels.
Councillor Mano Dharmarajah	Trustee of Age Concern Harrow
Councillor Keith Ferry	Council appointee to the Harrow Young Musicians Managing Body
Councillor B E Gate	Patron of Harrow Young Musicians
Councillor Jean Lammiman	Patron of Harrow Young Musicians and Council appointee to the Harrow Young Musicians Managing Body
Councillor Macleod-Cullinane	Trustee of an Outward Bound Centre outside the Borough
Councillor Mrs Anjana Patel	Board Member of Harrow Mencap
Councillor Raj Ray	Member of the National Autistic Society Harrow
Councillor Navin Shah	Trustee of Harrow Anti-Racist Alliance



**APPENDIX II****REVENUE BUDGET SUMMARY 2007-2008**

	2006-2007 Approved Budget £000	2007-2008 Original Budget £000
<b>Local Demand - Borough Services</b>		
Corporate	4,153	4,643
Business Development	15,901	13,934
Chief Executive's Office	1,340	1,320
People First	108,359	108,419
Urban Living	54,987	51,728
Pay and Price Inflation		6,446
<b>Total Directorate Budgets</b>	<b>184,740</b>	<b>186,490</b>
Capital Financing adjustments	(30,334)	(26,488)
Interest on Balances	(4,588)	(4,688)
<b>Total – Baseline</b>	<b>149,818</b>	<b>155,314</b>
Capitalisation	(1,440)	(1,240)
Contribution to Balances	0	1,000
RSG Amending report	208	0
<b>Total Net Expenditure</b>	<b>148,586</b>	<b>155,074</b>
Contribution re Collection Fund Deficit b/f	364	350
National Non-Domestic rate (NNDR)	(49,417)	(51,676)
Revenue Support Grant (RSG)	(9,539)	(8,673)
<b>Local Demand on Collection Fund</b>	<b>89,994</b>	<b>95,075</b>
<b>Funds / Balances</b>		
Balances Brought Forward	1,839	1,839
Adjustment to Balances	0	1,000
Balances Carried Forward	<b>1,839</b>	<b>2,839</b>
<b>Council Tax for Band D Equivalent</b>		
Harrow (£)	<b>1,067.19</b>	<b>1,119.50</b>
<u>Increase</u>		
Harrow (%)	<b>2.49%</b>	<b>4.90%</b>
<b>Taxbase</b>	<b>84,326</b>	<b>84,926</b>

**APPENDIX III****RESERVES AND PROVISIONS**

The recommended reserves policy is as follows:

**The Council intends to add £1m to reserves and provisions each year until such time as general balances exceed £5m.**

The rationale for this new policy is set out below.

Councils need balances so that they can deal with unforeseen calls on resources without disrupting service delivery. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although advice can be sought from the external auditor it is not their responsibility to prescribe the appropriate level.

*Each year the External Auditor conducts an assessment called Use of Resources, and allocates a score out of 4 for financial reporting, financial management, financial standing, internal control and value for money. This forms part of the Council's corporate performance assessment. The overspend in 2005-06 and low level of balances at 31 March 2006 resulted in the Council scoring 1 for financial standing in the assessment this year. The overall score was 2.*

The use of resources model requires a risk assessment to be carried out to determine the level of reserves. The Audit Commission also expects a good authority to review its reserves on an annual basis.

The risk assessment above shows that the total risk identified has been quantified at £3.4m. However, the appropriate level of reserves for a council to hold is extremely subjective. It is important to find a balance between being at risk of wiping out all reserves in a single bad year and having excessive reserves and thereby wasting taxpayer's money.

The Council should at least be able to cope with a modest overspend in any one year and still be in a stable financial position.

The target level of reserves depends on:

- The degree of risk contained in the budget
- The effectiveness of budget monitoring during the year
- The effectiveness of balance sheet management during the year
- The extent to which the Council has earmarked reserves and provisions to deal with specific items

Harrow is moving towards a lower risk budget and there are no unallocated savings or unconfirmed income streams in the final budget. There are however substantial itemised savings (£14m in total). Harrow has also made considerable improvements to its budget monitoring arrangements this year. However, there are very few earmarked reserves and provisions and there is considerable historic debt.

Taking all this together, the target level for reserves should be £5-£7m. The proposed budget includes an annual contribution to reserves of £1m. A greater annual contribution is not feasible given the Council's financial position. As at 31 March 2006 the level of General Fund Reserves was £1.8m. The forecast to 31 March 2007 is currently £1.5m. Therefore, depending on the outturn in each year, general fund balances of £5m should be achieved in 4-5 years.

**APPENDIX IV****HOUSING REVENUE ACCOUNT (HRA) - 3 YEAR BUDGET SUMMARY - FINAL**

	Final Budget 2007-08 (Feb 06)	Final Budget 2008-09 (Feb 06)	Final Budget 2009-10 (Feb 06)	Key areas of change
<b>Expenditure</b>				
Employee Costs	2,961,797	3,050,651	3,142,170	
Supplies & Services	1,599,270	1,599,270	1,599,270	
Central Recharges	1,411,180	1,411,180	1,411,180	
Employee Costs - Needs / Strategy	354,222	364,849	375,794	
I T Projects	70,000	70,000	70,000	
Recharge to other services	-502,528	-502,528	-502,528	Contribution from General Fund for Locata removed. HRA to fully fund Locata.
Home Ownership service	259,170	259,170	259,170	
Baseline expenditure	6,153,111	6,252,592	6,355,057	
Contingency	200,000	200,000	200,000	Reduction in consolidated contingency budget for repairs and general HRA to reflect level of planned spend.
<b>Operating Expenditure</b>	<b>6,353,111</b>	<b>6,452,592</b>	<b>6,555,057</b>	
Charges for Capital	5,338,317	5,767,990	6,151,937	Reflects increased borrowing costs as a result of further capital investment to ensure the delivery of decent homes by 2010.
Contribution to Repairs Account	4,668,490	4,568,490	4,468,490	Planned reduction across the 3yrs to deliver demand for tenant repairs in advance of properties meeting decent homes standard.
RCCO	1,000,000	1,500,000	1,500,000	Contribution from revenue to decent homes capital investment costs to better manage borrowing costs.
Bad or Doubtful Debts	100,000	100,000	100,000	

<b>Total Expenditure</b>	<b>17,459,918</b>	<b>18,389,072</b>	<b>18,775,484</b>	
	<b>Final Budget 2007-08 (Feb 06)</b>	<b>Final Budget 2008-09 (Feb 06)</b>	<b>Final Budget 2009-10 (Feb 06)</b>	<b>Key areas of change</b>
<b>Income</b>				
Rent Income – Dwellings	-19,979,550	-20,912,705	-21,889,227	Reflects accom- modation rent only increased by 5%.
Rent Income – Non Dwellings	-911,868	-911,868	-911,868	Reflects recommended increase in garages and car parking rent
Service Charges - Tenants	-1,118,646	-1,174,578	-1,233,307	Service charges for tenants now shown separately from accom- modation rent.
Service Charges - Leaseholders	-255,488	-268,262	-281,676	Reflects recommended increase in admin cost to improve recovery of leasehold services costs.
Facility Charges	-335,849	-363,201	-394,109	Reflects increased charges to improve recovery of rising energy bills.
Interest	-17,000	-17,000	-17,000	
Other Income	-7,820	-7,820	-7,820	
Transfer from General Fund	-83,000	-83,000	-83,000	Reduced contribution from HGF to be recovered through depooled service charges and direct charge to community hall users.
HRA Subsidy	5,030,240	5,113,943	5,613,943	
<b>Total Income</b>	<b>-17,678,982</b>	<b>18,624,492</b>	<b>-19,204,064</b>	
<b>In Year Deficit / (Surplus)</b>	<b>-219,063</b>	<b>-235,420</b>	<b>-428,581</b>	
<b>BALANCE</b>	<b>-6,612,063</b>	<b>-6,847,484</b>	<b>-7,276,064</b>	

APPENDIX VLONDON BOROUGH OF HARROWMEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2008. It replaces all former schemes.

**Basic Allowance**

2. A basic allowance of £5,526 per annum shall be paid to each Councillor.

**Special Responsibility Allowance**

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. No Member may receive special responsibility allowances in respect of more than one post.  
(2) The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

**Uprating the Basic and Special Responsibility Allowances**

4. The basic allowance and special responsibility allowances will be uprated annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

**Travel and Subsistence Allowances**

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

**Carers' Allowance**

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.  
(2) The maximum basic rate of pay is £2.77 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.  
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).  
(4) Actual costs will be paid **on production of an invoice or receipt**.  
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).  
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.  
(7) The allowance is not to be paid where the carer is a member of the Member's household.

- (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

#### **Co-optees' Allowance**

7. A basic allowance of £423 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

#### **Claims and Payments**

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- (2) Payment shall be made
- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
- (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

#### **Backdating**

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

#### **Pensions**

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

#### **Renunciation**

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

#### **Withholding Allowances**

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
- (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

**Appendix A****Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

**SCHEDULE 1**  
**SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)**

There are 10 bands of SRAs:-

<b>Band</b>	<b>Post</b>	<b>SRA £/annum</b>
<b>1</b>	Members/Chairmen of Licensing Panels ( <b>See Note (3) below</b> )	<b>258/411</b>
<b>2</b>	Members of the following Quasi-Judicial Panels: Education Awards Appeals Panel NNDR Discretionary Rate Relief Appeal Panel Personnel Appeals Panel Social Services Appeals Panel	<b>264</b>
<b>3</b>	Leader of the third largest Group Deputy Leader of the second largest Group Chief Whips of the two largest Groups  Chairman of the Audit Committee	<b>1,233</b>
<b>4</b>	Deputy Mayor	<b>2,115</b>
<b>5</b>	Chairman of Licensing and General Purposes Committee Chairman of the Standards Committee  Vice-Chairmen of the Scrutiny Sub-Committees  Support Members for the Cabinet	<b>2,466</b>
<b>6</b>	Chairmen of the Scrutiny Sub-Committees  Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel  Nominated Member of the largest party not holding the Chair of the Development Management Committee	<b>4,932</b>
<b>7</b>	Chairman of the Development Management Committee  Chairman of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee  Leader of the Second Largest Group	<b>6,936</b>
<b>8</b>	The Mayor	<b>10,050</b>
<b>9</b>	Cabinet Members x 8  Deputy Leader	<b>12,330</b>
<b>10</b>	Leader	<b>17,466</b>

**NOTES**

- (1) In the Council for 2006 to 2010, the Groups are as follows:-  
Largest Group = Conservative Group  
Second Largest Group = Labour Group  
Third Largest Group = Liberal Democrat Group
- (2) Only one SRA is payable per Member, with the exception of Band 1 SRA, which can be paid in addition to another SRA (see Note (3) below).
- (3) Members of the Licensing and General Purposes Committee are paid an SRA of £258 for their responsibilities in relation to Licensing Panels. Licensing Panel Chairs are paid an SRA of £411. Panel Members and Chairs also



receive additional payment if they attend a certain number of meetings as shown below:-

<b>Number of Meetings Attended</b>	<b>Panel Allowance</b>	<b>Member's Allowance</b>	<b>Chair's Allowance</b>
0-4	£258		£411
5-8	£513		£669
9-12	£771		£924
13-16	£1,026		£1,182
17-20	£1,284		£1,437
21-24	£1,542		£1,695
25-28	£1,797		£1,953
29 and above	£2,055		£2,208

Each meeting will consider a number of applications.

The allowance will be paid in 12 monthly instalments, starting at the basic rate, and will be adjusted depending on the number of meetings attended.

The SRA for licensing can be paid in addition to another SRA.

## SCHEDULE 2

### CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

#### Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
  - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
  - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
  - (c)
    - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
    - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:
 

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
  - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
  - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
  - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-
  - (a) Political meetings or events.
  - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
  - (c) Meetings of the Governing Bodies of Schools.

DEVELOPMENT  
MANAGEMENT  
COMMITTEE



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**REPORT OF DEVELOPMENT MANAGEMENT COMMITTEE**


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**MEETING HELD ON 28 FEBRUARY 2007**


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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Julia Merison (4)  
 \* Mrinal Choudhury \* Narinder Singh Mudhar  
 \* Keith Ferry \* Joyce Nickolay  
 \* Thaya Idaikkadar

\* Denotes Member present  
 (4) Denotes category of Reserve Member

[Note: Councillors John Nickolay, Paul Scott and Eric Silver also attended this meeting to speak on the items indicated at Minute 49 below].

**PART I - RECOMMENDATIONS - NIL**
**PART II - MINUTES**
**48. Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Manji Kara	Councillor Julia Merison

**49. Right of Members to Speak:**

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillors, who were not Members of the Committee, be allowed to speak on the agenda items indicated:

Councillor John Nickolay	Agenda item 20
Councillor Paul Scott	Planning Applications 2/12 and 2/13
Councillor Eric Silver	Planning Application 2/04 and agenda item 13

**50. Declarations of Interest:**

**RESOLVED:** To note the following declarations of interest made by Members present relating to business to be transacted at this meeting:

- (i) Planning application 2/10 – 46 Gordon Avenue, Stanmore  
 Councillor Marilyn Ashton declared a prejudicial interest in the above application arising from the fact that she had realised during the site visit that she knew the residents who backed onto the site, and who had objected to the proposed development. Accordingly, she would leave the room and take no part in the discussion or decision-making on the item.
- (ii) Agenda item 13 – 37 Norwood Drive, Harrow  
 Councillor Thaya Idaikkadar declared a personal interest in the above application arising from the fact that one of the signatories to the deputation, Paul Levy, had been a Labour candidate approximately five years previously. Accordingly, he would remain in the room and take part in the discussion and decision-making on the item.
- (iii) Agenda item 15 – 76 Formby Avenue, Stanmore  
 Councillor Mrinal Choudhury declared a personal interest in the above application arising from the fact that he knew a family who lived on the street. Accordingly, he would remain in the room and take part in the discussion and decision-making on the item.

51. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's despatch. It was admitted to the agenda in order to enable Members to consider all information relevant to the items before them for decision.
20. Permitted Development Legislation	In light of the growing number of unacceptable developments being built in the Borough without the need for planning permission, the Chairman wished to discuss Permitted Development rights in order to ask for the Committee's permission to write to the Government and Harrow MPs requesting a review and subsequent revision of the legislation.

(2) all items be considered with the press and public present.

52. **Minutes:**

**RESOLVED:** That the Chairman be given authority to sign the minutes of the meeting held on 25 January 2007 as a correct record once printed in the Council Bound Volume.

53. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19 (Part 4B of the Constitution).

54. **Petitions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

55. **Deputations:**

Having been advised that a request for a deputation had been formally submitted in accordance with Committee Procedure Rule 17 (Part 4B of the Constitution), the Committee

**RESOLVED:** That a deputation be received from Mr Paul Levy in relation to agenda item 13 – 37 Norwood Drive, Harrow.

(See also Minute 60).

56. **Petition Objecting to Development at 37 Norwood Drive - P/1973/04/DFU: Reference from the Cabinet Meeting held on 18 January 2007:**

The Committee received a reference from the meeting of Cabinet held on 18 January 2007 in the above matter.

**RESOLVED:** That the petition be noted.

(See also Minute 60).

57. **Representations on Planning Applications:**

**RESOLVED:** That in accordance with the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution), representations be received in respect of items 2/04 and 2/09 on the list of planning applications.

[Note: Subsequently, item 2/04 was deferred for a Member site visit, and the representation was not received].

58. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

59. **Enforcement Notices Awaiting Compliance:**

The Committee received a report of the Head of Planning which listed enforcement notices awaiting compliance.

**RESOLVED:** To note the report.

60. **37 Norwood Drive, Harrow:**

The Committee received a report of the Group Manager (Planning and Development), which detailed the unauthorised conversion of a single-family dwelling into seven flats, each with its own kitchen and bathroom facilities.

The Committee also received a deputation from Mr Paul Levy, who expressed concerns on behalf of residents that the development was out of character for the area and had the potential to cause congestion, parking problems and a build up of rubbish.

Having considered the officer's report and the deputation, the Committee

**RESOLVED:** That, having regard for the provisions of the Harrow Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Council be authorised to:

(a) take all necessary steps for the preparation, issue and service of an enforcement notice requiring within three calendar months:

- (i) the permanent cessation of the use of the property as seven (7) self-contained flats;
- (ii) the permanent removal of six (6) bathrooms from the property;
- (iii) the permanent removal of six (6) kitchens from the property;
- (iv) the permanent removal from the land of all materials and debris arising from compliance with requirements (ii) and (iii);

(b) in the event of non-compliance with the above enforcement notice, to:

- (i) institute legal proceedings, should it be considered in the public interest to do so, pursuant to Section 179 of the Town and Country Planning Act 1990;
- (ii) carry out works in default, should it be considered in the public interest and also financially viable to do so, under the provisions of Section 178 of the Town and Country Planning Act 1990.

(See also Minutes 50, 55 and 56).

61. **31 Northumberland Road, North Harrow:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

**RESOLVED:** That the enforcement notice issued on 1 June 2006, that required the demolition of a single storey front extension, and of a part single, part two storey rear extension, be withdrawn.

62. **76 Formby Avenue, Stanmore:**

The Committee received a report of the Group Manager (Planning and Development) in relation to the above.

**RESOLVED:** That, having regard for the provisions of the Harrow Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Council be authorised to:

(a) take all necessary steps for the preparation, issue and service of an enforcement notice requiring within three calendar months:

- (i) the cessation of the use of the detached outbuilding as two separate residential units;

(b) in the event of non-compliance with the above enforcement notice, to:

- (i) institute legal proceedings, should it be considered in the public interest to do so, pursuant to Section 179 of the Town and Country Planning Act 1990;
- (ii) carry out works in default, should it be considered in the public interest and also financially viable to do so, under the provisions of Section 178 of the Town and Country Planning Act 1990.

(See also Minute 50).

63. **35 Turner Road, Edgware:**

The Committee received a report of the Group Manager (Planning and Development) in this regard.

**RESOLVED:** That, having regard for the provisions of the Harrow Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Director of Legal Services be authorised to:

(a) take all necessary steps for the preparation, issue and service of an enforcement notice requiring within three calendar months:

- (i) the demolition of the detached outbuilding; and
- (ii) the removal of all materials and debris from the land arising from compliance with requirement (i);

(b) issue notices under Section 330 of the Town and Country Planning Act 1990 (as amended) as necessary in relation to this alleged breach of planning control;

(c) institute legal proceedings, should it be considered in the public interest to do so, in the event of failure to:

- (i) supply the information required by the Director of Legal Services through the issue of notices under Section 330 of the Town and Country Planning Act 1990; and/or
- (ii) fully comply with the requirements of the enforcement notice.

64. **35 Mount Drive, North Harrow:**

The Committee received a report of the Group Manager (Planning and Development) in relation to the above.

**RESOLVED:** That, having regard for the provisions of the Harrow Unitary Development Plan and all other material planning considerations (in accordance with Section 172 of the Town and Country Planning Act 1990 (as amended)), the Council be authorised to:

(a) take all necessary steps for the preparation, issue and service of an enforcement notice requiring within three calendar months:

- (i) the demolition of the rear extension;
- (ii) the removal from the land of the materials arising from compliance with the requirements in (i) above;

(b) in the event of non-compliance with the above enforcement notice, to:

- (i) institute legal proceedings, should it be considered in the public interest to do so, pursuant to Section 179 of the Town and Country Planning Act 1990;
- (ii) carry out works in default, should it be considered in the public interest and also financially viable to do so, under the provisions of Section 178 of the Town and Country Planning Act 1990.

65. **Permitted Development Legislation:**

The Chairman reported that a number of issues had come to light whereby structures had been built in the Borough which complied with permitted development legislation but were of an unsightly design. This was detrimental to the occupiers of neighbouring properties, and appeared to be a loophole in the legislation. The Chairman proposed that she write to the Government on behalf of the Committee expressing concerns in relation to the current legislation.

A Member of the Committee commented that the Department for Communities and Local Government had issued a consultation paper in relation to permitted development rights on 2 August 2006. The legal officer in attendance advised that the



consultation paper had focused on Article 4 Directions, and therefore it would not have been appropriate to raise concerns of this nature during that consultation. Having been put to a vote, the Committee

**RESOLVED:** That the Chairman write to the Government and Harrow MPs requesting a review and subsequent revision of the Permitted Development legislation.

[Notes: (1) Councillors Marilyn Ashton, Don Billson, Julia Merison, Narinder Singh Mudhar and Joyce Nickolay wished to be recorded as having voted in favour of writing the letter;

(2) Councillors Mrinal Choudhury, Keith Ferry and Thaya Idaikkadar wished to be recorded as having voted against writing the letter.

66. **Member Site Visits:**

**RESOLVED:** That Member visits to the following sites be arranged to take place immediately following those visits already arranged by the Strategic Planning Committee for Saturday 3 February 2007:

Planning application 2/04 – 36 Park Drive, Harrow

Planning application 2/06 – The Power House, 87 West Street, Harrow

(Note: The meeting, having commenced at 6.30 pm, closed at 9.11 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

**SECTION 1 – MAJOR APPLICATIONS**

**LIST NO:** 1/01                      **APPLICATION NO:** P/3523/06/CCO

**LOCATION:** The Grove, Warren Lane, Stanmore

**APPLICANT:** Davies Arnold Cooper for Crest Nicholson (Chiltern) Ltd

**PROPOSAL:** Retention of amendments to Block C

**DECISION:** DEFERRED for clarification as to whether (i) there are existing obligations relating to the affordable housing and (ii) the proposed amendments would result in any changes to the affordable housing (eg. room size).

**SECTION 2 – OTHER APPLICATIONS RECOMMENDED FOR GRANT**

**LIST NO:** 2/01                      **APPLICATION NO:** P/2409/06/CFU

**LOCATION:** South Harrow Telephone Exchange, Northolt Road, South Harrow

**APPLICANT:** Mr Phillip James

**PROPOSAL:** Installation of 2 no. pole mounted dishes over roof top and ancillary development

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

**LIST NO:** 2/02                      **APPLICATION NO:** P/2197/06/CFU

**LOCATION:** Hillside Cottage, Pinner Hill, Pinner

**APPLICANT:** Simpson McHugh for Mr R Mani

**PROPOSAL:** Single and two storey rear extension; two rear dormers and extension of patio/decking at rear (revised)

**DECISION:** GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

[Note: The Committee wished it to be recorded that the decision to grant this application was unanimous].

**LIST NO:** 2/03                      **APPLICATION NO:** P/3311/06/CCA

**LOCATION:** Hillside Cottage, Pinner Hill, Pinner

**APPLICANT:** Simpson McHugh for Mr R Mani

**PROPOSAL:** Conservation Area Consent: Demolition of detached garage at side

**DECISION:** GRANTED Conservation Area Consent for the works described in the application and submitted plans, as amended on the Addendum, subject to the conditions and informatives reported.

[Note: The Committee wished it to be recorded that the decision to grant this application was unanimous].

**LIST NO:** 2/04                      **APPLICATION NO:** P/3023/06/DFU

**LOCATION:** 36 Park Drive, Harrow

**APPLICANT:** Redfern Developments

**PROPOSAL:** Part single, part two storey side to rear extensions, single storey front and rear extensions

**DECISION:** DEFERRED for a Member site visit  
(See also Minute 66).

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**LIST NO:** 2/05                      **APPLICATION NO:** P/3161/06/CLB  
**LOCATION:** East End Farm Cottages, Moss Lane, Pinner  
**APPLICANT:** Mr Paul Donovan for Mr Peter Havlin  
**PROPOSAL:** Listed Building Consent: Internal and external alterations to create two ensuite bathrooms  
**DECISION:** GRANTED Listed Building Consent for the works described in the application and submitted plans, subject to the conditions and informative reported.

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**LIST NO:** 2/06                      **APPLICATION NO:** P/3461/06/DFU  
**LOCATION:** The Power House, 87 West Street, Harrow  
**APPLICANT:** Orchard Associates for Sydney Newton plc  
**PROPOSAL:** Second floor extension to form additional office suite (revised)  
**DECISION:** DEFERRED for a Member site visit  
(See also Minute 66)

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**LIST NO:** 2/07                      **APPLICATION NO:** P/3075/06/DFU  
**LOCATION:** 70 Elm Park, Stanmore  
**APPLICANT:** Jason Read Pugh for Mr M Patel and Miss T Aliehai  
**PROPOSAL:** Single storey side extension, single/first floor/two storey side to rear extension, two storey rear extension  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/08                      **APPLICATION NO:** P/2563/06/DFU  
**LOCATION:** Units 4/5 Ballards Mews, High Street, Edgware  
**APPLICANT:** Mr Mohsen Attaran-Khorasani  
**PROPOSAL:** Change of use from car repair workshop to MOT testing station (Class B4 to sui generis)  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

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**LIST NO:** 2/09                      **APPLICATION NO:** P/3053/06/DFU  
**LOCATION:** 125 Kingshill Drive, Kenton  
**APPLICANT:** Mr A Modhwadia for Mr Prakash Shah  
**PROPOSAL:** 2 storey side, single storey front, side and rear extensions linking into rear garage  
**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Notes: (1) Prior to discussing the above application, the Committee received representations from an objector, which was noted;

(2) there was no indication that the applicant was present and wished to respond].

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**LIST NO:** 2/10                      **APPLICATION NO:** P/1597/06/CFU

**LOCATION:** 46 Gordon Avenue, Stanmore

**APPLICANT:** A J Ferryman and Associates for Mr & Mrs C Orman

**PROPOSAL:** Single and two storey rear extension

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported.

[Notes: (1) The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in this item and left the room, Councillor Joyce Nickolay, Vice-Chairman, took the Chair;

(2) at the conclusion of this item, Councillor Marilyn Ashton resumed the Chair].

(See also Minute 50).

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**LIST NO:** 2/11                      **APPLICATION NO:** P/3110/06/CFU

**LOCATION:** 3 Hall Farm Close, Stanmore

**APPLICANT:** The Construction Management Corp. for Mr and Mrs R S Patel

**PROPOSAL:** Single storey rear extension

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

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**LIST NO:** 2/12                      **APPLICATION NO:** P/2839/06/CFU

**LOCATION:** Stamford Cottage, Stamford Close, Harrow

**APPLICANT:** Vision Mill Architects for Tayross Homes Ltd

**PROPOSAL:** Two storey 4 bedroom detached dwelling house with single garage

**DECISION:** DEFERRED for officers to provide elevation plans showing how the proposal differs from the previously allowed scheme.

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**LIST NO:** 2/13                      **APPLICATION NO:** P/1874/06/DFU

**LOCATION:** 7 Clamp Hill, Stanmore

**APPLICANT:** Jacob Low for Mr Patel

**PROPOSAL:** Detached outbuilding at rear to provide double garage and storage space

**DECISION:** GRANTED permission for the development described in the application and submitted plans, subject to the conditions and informatives reported, as amended on the Addendum.

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**LIST NO:** 2/14                      **APPLICATION NO:** P/3628/06/DFU

**LOCATION:** Land R/O 2, 4 and 6 Uppingham Avenue, Stanmore

**APPLICANT:** Stephen Donald Architects Ltd for Farman Construction Ltd

**PROPOSAL:** 2 x 2 storey semi-detached houses fronting Streatfield Road with accommodation in basement and roof; front and rear basement patios; integral garages (revised)

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**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the following reason:

- (i) The proposal, by reason of inappropriate design, excessive scale and massing of buildings and hardsurfacing, would be out of character, incongruous, at odds with its surroundings and visually obtrusive in the street scene and would amount to an overdevelopment of this restricted site to the detriment of the character of the area and visual amenities of the residents in the locality, contrary to policies SD1 and D4 and D5 of the Harrow Unitary Development Plan.

[Notes: (1) During discussion on the above item, it was moved and seconded that the application be refused for the reason given. Upon being put to a vote, this was carried;

(2) the Committee wished it to be recorded that the vote to refuse the application was unanimous;

(3) the Head of Planning had recommended that the above application be granted].

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**SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

**LIST NO:** 3/01                      **APPLICATION NO:** P/3505/06/CFU

**LOCATION:** Footway to north east of 32 High Street, Harrow on the Hill

**APPLICANT:** PHA Communications Ltd for Orange PCS Ltd

**PROPOSAL:** Telecommunications development: 8 metre high mast (slimline pole design) with two antenna and equipment cabinet

**DECISION:** REFUSED permission for the development described in the application and submitted plans, as amended on the Addendum, for the reasons reported.

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THE CABINET,  
CABINET ADVISORY PANELS  
AND  
CONSULTATIVE FORUMS





CABINET



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**REPORT OF CABINET**


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**MEETING HELD ON 15 FEBRUARY 2007**


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Chairman: \* Councillor Chris Mote

Councillors:	* David Ashton	* Janet Mote
	* Marilyn Ashton	* Paul Osborn
	* Mrs Camilla Bath	* Mrs Anjana Patel
	* Miss Christine Bednell	* Eric Silver
	* Mrs Kinnear	

\* Denotes Member present

[Note: Councillors Nana Asante, Margaret Davine, B E Gate, Navin Shah and Bill Stephenson also attended this meeting to speak on the item indicated at Minute 183 below].

### **PART I - RECOMMENDATIONS**

#### **RECOMMENDATION I - Key Decision - Revenue Budget 2007/8 to 2009-10**

The Director of Financial and Business Strategy introduced the report, which set out the proposed revenue medium term budget strategy (MTBS) for 2007-08 and 2009-10 and advised that, in considering its budget and Council Tax proposals for 2007-08, Cabinet and Council would need to strike a balance between the interests of the service users, the community in general and those of the Council Tax payers. In overall terms, whilst progress had been made, the Council was still facing considerable financial pressure and had a low level of reserves. The organisational restructure and service reviews, which were proposed to commence almost immediately the budget was set, would have a significant impact on the delivery of the Council's Medium Term Budget Strategy.

The Director of Financial and Business Strategy reported that the proposed Council Tax increase was 4.90%.

The Portfolio Holder for Finance and Business Matters advised that the budget had taken into account views of residents and stakeholders, but regretted that it had not been possible to address all concerns due to the Council's difficult financial position. The Portfolio Holder thanked the Open Budget Panel for their contribution to a robust budget with a transparent level of detail. He added that the organisational and service reviews would improve efficiency and identify savings.

Having approved the Medium Term Revenue Budget Strategy, a number of proposals in relation to fees and charges, and the Medium Term Budget Strategy for the Housing Revenue Account, it was

#### **Resolved to RECOMMEND:**

That (1) the 2007-08 Revenue Budget be approved to enable the Council Tax for 2007-08 to be set;

(2) the model Council Tax resolution set out at Appendix 1 be approved;

(3) the new reserves policy set out at Appendix 2 be approved;

(4) the Housing Revenue Account for 2007-08 set out at Appendix 3 be approved and in particular to agree to:

- (i) increase rents by 5% on average from 1 April 2007;
- (ii) note that rents and service charges for tenants will be de-pooled from 1 April 2007;
- (iii) increase garage rents to £12.75 per week from 1 April 2007;
- (iv) increase car parking rents to £8.37 per week from 1 April 2007;
- (v) increase the administration charge for leaseholders to 20% from 1 April 2007 to cover costs;
- (vi) increase energy charges by 70p per week from 1 April 2007;

(5) the Members' Allowances Scheme attached as Appendix 4 be approved.

**Reason for Recommendation:** To ensure that the Council was planning the use of resources effectively. The approved budget provided the framework for effective financial management throughout the year and supported service delivery.

(See also Minutes 178 and 188).

**RECOMMENDATION II - Key Decision - Treasury Management and Prudential Indicators 2007/8 - 2009/10**

The Director of Financial and Business Strategy introduced the report, which set out the Council's Treasury Management Strategy for 2007-08 and the levels at which the Prudential Indicators should be set for the three financial years 2007-08 to 2009-10. She advised that the Council took a risk-averse approach with its investment of public money.

**Resolved to RECOMMEND:**

That (1) the Treasury Management Strategy for 2007-08, as set out in paragraphs 5 to 17 of the report of the Director of Financial and Business Strategy be approved;

(2) the Prudential Indicators for 2007-08 to 2009-10, as set out in paragraphs 18 to 39 of the report of the Director of Financial and Business Strategy, be approved.

**Reason for Recommendation:** To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and other relevant guidance.

(See also Minute 190).

APPENDIX 1**HARROW COUNCIL****COUNCIL TAX RESOLUTION 2007-2008**

Cabinet to approve as part of the Summons for Council, the model budget and Council Tax resolutions reflecting the recommendations of Cabinet and the GLA precept.

Council is requested to determine the level of the Council Tax for 2007-2008 in the light of the information on the precept and make the calculations set out in the resolution shown below.

- (1) To note that at its meeting on 18 January 2007 the Council calculated the amount of 84,926 as its Council Tax Base for the year 2007-2008 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33 (5) of the Local Government Finance Act 1992.
- (2) That the following amounts be now calculated by the Council for the year 2007-2008, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
- (i) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (2) (a) to (e) of the Act. **(Gross expenditure)** £476,461,610
  - (ii) Being the aggregate of the amounts which the Council estimates for the items set out in Section 32 (3)(a) to (c) of the Act. **(Gross income including use of reserves)** £321,387,980
  - (iii) Being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated by the Council, in accordance with Section 32(4) of the Act, **as its budget requirement for the year.** £155,073,630
  - (iv) Being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant, reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 (Collection Fund Deficit) £59,998,630
  - (v) Being **the amount to be raised from Council Taxes** Calculated as the amount at 2 (iii) above less the amount at 2 (iv.) above. £95,075,000
  - (vi) Being the amount at (v) divided by the Council Tax Base, calculated by the Council at its meeting on 18 January 2007 in accordance with Section 33 (1) of the Act, as the basic amount of its council tax for the year. **(The average Band D Council Tax )** £1,119.50
  - (vii) Valuation Bands

	A	B	C	D	E	F	G	H
£	746.33	870.72	995.11	1,119.50	1,368.28	1,617.06	1,865.83	2,239.00

Being the amounts given by multiplying the amount at (vi.) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (3) That it be noted that for 2007-2008 the Greater London Authority stated the following amount in precept issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	202.59	236.35	270.12	303.88	371.41	438.94	506.47	607.76

- (4) That, having calculated the aggregate in each case of the amounts at (2)(vii) and (3) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2007-2008 for each of the categories of dwellings shown below

Valuation Bands

	A	B	C	D	E	F	G	H
£	948.92	1,107.07	1,265.23	1,423.38	1,739.69	2,056.00	2,372.30	2,846.76

## HARROW COUNCIL

## REVENUE BUDGET SUMMARY 2007-2008

	2006-2007 Approved Budget £000	2007-2008 Original Budget £000
<b>Local Demand - Borough Services</b>		
Corporate	4,153	4,643
Business Development	15,901	13,934
Chief Executive's Office	1,340	1,320
People First	108,359	108,419
Urban Living	54,987	51,728
Pay and Price Inflation		6,446
<b>Total Directorate Budgets</b>	<b>184,740</b>	<b>186,490</b>
Capital Financing adjustments	(30,334)	(26,488)
Interest on Balances	(4,588)	(4,688)
<b>Total – Baseline</b>	<b>149,818</b>	<b>155,314</b>
Capitalisation	(1,440)	(1,240)
Contribution to Balances	0	1,000
RSG Amending report	208	0
<b>Total Net Expenditure</b>	<b>148,586</b>	<b>155,074</b>
Contribution re Collection Fund Deficit b/f	364	350
National Non-Domestic rate (NNDR)	(49,417)	(51,676)
Revenue Support Grant (RSG)	(9,539)	(8,673)
<b>Local Demand on Collection Fund</b>	<b>89,994</b>	<b>95,075</b>
<b>Funds / Balances</b>		
Balances Brought Forward	1,839	1,839
Adjustment to Balances	0	1,000
Balances Carried Forward	<b>1,839</b>	<b>2,839</b>
<b>Council Tax for Band D Equivalent</b>		
Harrow (£)	<b>1,067.19</b>	<b>1,119.50</b>
<u>Increase</u>		
Harrow (%)	<b>2.49%</b>	<b>4.90%</b>
<b>Taxbase</b>	<b>84,326</b>	<b>84,926</b>

APPENDIX 2**RESERVES AND PROVISIONS**

The recommended reserves policy is as follows:

**The Council intends to add £1m to reserves and provisions each year until such time as general balances exceed £5m.**

The rationale for this new policy is set out below.

Councils need balances so that they can deal with unforeseen calls on resources without disrupting service delivery. It is the responsibility of each authority to set its level of reserves based on local conditions, but taking into account national factors. Although advice can be sought from the external auditor it is not their responsibility to prescribe the appropriate level.

*Each year the External Auditor conducts an assessment called Use of Resources, and allocates a score out of 4 for financial reporting, financial management, financial standing, internal control and value for money. This forms part of the Council's corporate performance assessment. The overspend in 2005-06 and low level of balances at 31 March 2006 resulted in the Council scoring 1 for financial standing in the assessment this year. The overall score was 2.*

The use of resources model requires a risk assessment to be carried out to determine the level of reserves. The Audit Commission also expects a good authority to review its reserves on an annual basis.

The risk assessment above shows that the total risk identified has been quantified at £3.4m. However, the appropriate level of reserves for a council to hold is extremely subjective. It is important to find a balance between being at risk of wiping out all reserves in a single bad year and having excessive reserves and thereby wasting taxpayer's money.

The Council should at least be able to cope with a modest overspend in any one year and still be in a stable financial position.

The target level of reserves depends on:

- The degree of risk contained in the budget
- The effectiveness of budget monitoring during the year
- The effectiveness of balance sheet management during the year
- The extent to which the Council has earmarked reserves and provisions to deal with specific items

Harrow is moving towards a lower risk budget and there are no unallocated savings or unconfirmed income streams in the final budget. There are however substantial itemised savings (£14m in total). Harrow has also made considerable improvements to its budget monitoring arrangements this year. However, there are very few earmarked reserves and provisions and there is considerable historic debt.

Taking all this together, the target level for reserves should be £5-£7m. The proposed budget includes an annual contribution to reserves of £1m. A greater annual contribution is not feasible given the Council's financial position. As at 31 March 2006 the level of General Fund Reserves was £1.8m. The forecast to 31 March 2007 is currently £1.5m. Therefore, depending on the outturn in each year, general fund balances of £5m should be achieved in 4-5 years.



**APPENDIX 3****HOUSING REVENUE ACCOUNT (HRA) - 3 YEAR BUDGET SUMMARY - FINAL**

	Final Budget 2007-08 (Feb 06)	Final Budget 2008-09 (Feb 06)	Final Budget 2009-10 (Feb 06)	Key areas of change
<b>Expenditure</b>				
Employee Costs	2,961,797	3,050,651	3,142,170	
Supplies & Services	1,599,270	1,599,270	1,599,270	
Central Recharges	1,411,180	1,411,180	1,411,180	
Employee Costs - Needs / Strategy	354,222	364,849	375,794	
I T Projects	70,000	70,000	70,000	
Recharge to other services	-502,528	-502,528	-502,528	Contribution from General Fund for Locata removed. HRA to fully fund Locata.
Home Ownership service	259,170	259,170	259,170	
Baseline expenditure	6,153,111	6,252,592	6,355,057	
Contingency	200,000	200,000	200,000	Reduction in consolidated contingency budget for repairs and general HRA to reflect level of planned spend.
<b>Operating Expenditure</b>	<b>6,353,111</b>	<b>6,452,592</b>	<b>6,555,057</b>	
Charges for Capital	5,338,317	5,767,990	6,151,937	Reflects increased borrowing costs as a result of further capital investment to ensure the delivery of decent homes by 2010.
Contribution to Repairs Account	4,668,490	4,568,490	4,468,490	Planned reduction across the 3yrs to deliver demand for tenant repairs in advance of properties meeting decent homes standard.
RCCO	1,000,000	1,500,000	1,500,000	Contribution from revenue to decent homes capital investment costs to better manage borrowing costs.
Bad or Doubtful Debts	100,000	100,000	100,000	
<b>Total Expenditure</b>	<b>17,459,918</b>	<b>18,389,072</b>	<b>18,775,484</b>	

	Final Budget 2007-08 (Feb 06)	Final Budget 2008-09 (Feb 06)	Final Budget 2009-10 (Feb 06)	Key areas of change
<b>Income</b>				
Rent Income – Dwellings	-19,979,550	-20,912,705	-21,889,227	Reflects accommodation rent only increased by 5%. Reflects recommended increase in garages and car parking rent. Service charges for tenants now shown separately from accommodation rent. Reflects recommended increase in admin cost to improve recovery of leasehold services costs.
Rent Income – Non Dwellings	-911,868	-911,868	-911,868	
Service Charges - Tenants	-1,118,646	-1,174,578	-1,233,307	
Service Charges - Leaseholders	-255,488	-268,262	-281,676	
Facility Charges	-335,849	-363,201	-394,109	Reflects increased charges to improve recovery of rising energy bills.
Interest	-17,000	-17,000	-17,000	
Other Income	-7,820	-7,820	-7,820	Reduced contribution from HGF to be recovered through depooled service charges and direct charge to community hall users.
Transfer from General Fund	-83,000	-83,000	-83,000	
HRA Subsidy	5,030,240	5,113,943	5,613,943	
<b>Total Income</b>	<b>-17,678,982</b>	<b>18,624,492</b>	<b>-19,204,064</b>	
<b>In Year Deficit / (Surplus)</b>	<b>-219,063</b>	<b>-235,420</b>	<b>-428,581</b>	
<b>BALANCE</b>	<b>-6,612,063</b>	<b>-6,847,484</b>	<b>-7,276,064</b>	

APPENDIX 4

LONDON BOROUGH OF HARROW  
MEMBERS' ALLOWANCES SCHEME

1. This scheme shall have effect until 31st March 2008. It replaces all former schemes.

**Basic Allowance**

2. A basic allowance of £5,526 per annum shall be paid to each Councillor.

**Special Responsibility Allowance**

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. No Member may receive special responsibility allowances in respect of more than one post.  
(2) The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

**Upgrading the Basic and Special Responsibility Allowances**

4. The basic allowance and special responsibility allowances will be upgraded annually in line with an index approved by the ALG Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2008/2009, the indexing arrangements will be reviewed.

**Travel and Subsistence Allowances**

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

**Carers' Allowance**

6. (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.  
(2) The maximum basic rate of pay is £2.77 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.  
(3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).  
(4) Actual costs will be paid **on production of an invoice or receipt**.  
(5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).  
(6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.  
(7) The allowance is not to be paid where the carer is a member of the Member's household.  
(8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Standards Committee for adjudication.

**Co-optees' Allowance**

7. A basic allowance of £423 per annum shall be paid to co-optees to formal Council committees and Independent Members of the Standards Committee.

**Claims and Payments**

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
  - (2) Payment shall be made
    - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
    - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

**Backdating**

9. Any changes made to this scheme during the year may be backdated to 1st April 2007 by resolution of the Council when approving the amendment.

**Pensions**

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

**Renunciation**

11. A person may, by notice in writing given to the Chief Executive, elect to forgo any part of his/her entitlement to an allowance under this scheme.

**Withholding Allowances**

12. (1) In the event that a Member is suspended from duties, that Member's basic allowance and special responsibility allowance (if any) will be withheld for the whole period of the Member's suspension.
  - (2) In the event that a Member is partially suspended from duties, that Member's basic allowance will be paid but their SRA, if any, will be withdrawn for the period of the partial suspension.

Appendix A**Approved duties for Carers' Allowance**

- A meeting of the Executive.
- A meeting of a committee of the executive.
- A meeting of the Authority.
- A meeting of a committee or sub-committee of the Authority.
- A meeting of some other body to which the Authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the Authority make appointments or nominations.
- A meeting which has both been authorised by the Authority, a committee, or sub-committee of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
- A meeting of a Local Authority association of which the Authority is a member.
- Duties undertaken on behalf of the Authority in pursuance of any Procedural Rule of the Constitution requiring a member or members to be present while tender documents are opened.
- Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- Duties undertaken on behalf of the Authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

**SCHEDULE 1**  
**SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)**

There are 10 bands of SRAs:-

<b>Band</b>	<b>Post</b>	<b>SRA £/annum</b>
<b>1</b>	Members/Chairmen of Licensing Panels ( <b>See Note (3) below</b> )	<b>258/411</b>
<b>2</b>	Members of the following Quasi-Judicial Panels: Education Awards Appeals Panel NDR Discretionary Rate Relief Appeal Panel Personnel Appeals Panel Social Services Appeals Panel	<b>264</b>
<b>3</b>	Leader of the third largest Group Deputy Leader of the second largest Group Chief Whips of the two largest Groups  Chairman of the Audit Committee	<b>1,233</b>
<b>4</b>	Deputy Mayor	<b>2,115</b>
<b>5</b>	Chairman of Licensing and General Purposes Committee Chairman of the Standards Committee  Vice-Chairmen of the Scrutiny Sub-Committees  Support Members for the Cabinet	<b>2,466</b>
<b>6</b>	Chairmen of the Scrutiny Sub-Committees  Chairman of the Traffic Advisory Panel Chairman of the Grants Advisory Panel  Nominated Member of the largest party not holding the Chair of the Development Management Committee	<b>4,932</b>
<b>7</b>	Chairman of the Development Management Committee  Chairman of the Overview and Scrutiny Committee Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee  Leader of the Second Largest Group	<b>6,936</b>
<b>8</b>	The Mayor	<b>10,050</b>
<b>9</b>	Cabinet Members x 8  Deputy Leader	<b>12,330</b>
<b>10</b>	Leader	<b>17,466</b>

**NOTES**

- (1) In the Council for 2006 to 2010, the Groups are as follows:-  
Largest Group = Conservative Group  
Second Largest Group = Labour Group  
Third Largest Group = Liberal Democrat Group
- (2) Only one SRA is payable per Member, with the exception of Band 1 SRA, which can be paid in addition to another SRA (see Note (3) below).

- (3) Members of the Licensing and General Purposes Committee are paid an SRA of £258 for their responsibilities in relation to Licensing Panels. Licensing Panel Chairs are paid an SRA of £411. Panel Members and Chairs also receive additional payment if they attend a certain number of meetings as shown below:-

<b>Number of Meetings Attended</b>	<b>Panel Allowance</b>	<b>Member's Allowance</b>	<b>Chair's Allowance</b>
0-4	£258		£411
5-8	£513		£669
9-12	£771		£924
13-16	£1,026		£1,182
17-20	£1,284		£1,437
21-24	£1,542		£1,695
25-28	£1,797		£1,953
29 and above	£2,055		£2,208

Each meeting will consider a number of applications.

The allowance will be paid in 12 monthly instalments, starting at the basic rate, and will be adjusted depending on the number of meetings attended.

The SRA for licensing can be paid in addition to another SRA.

## SCHEDULE 2

## CLAIMS FOR OUT-OF-BOROUGH TRAVEL AND SUBSISTENCE EXPENSES

**Duties Undertaken Out-of-Borough**

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. **Members may claim travel and subsistence expenses in respect of the following out-of-Borough duties:-**
  - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
  - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
  - (c)
    - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
    - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:  
  
that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.

  - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.
  - (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
  - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. **Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-**
  - (a) Political meetings or events.
  - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
  - (c) Meetings of the Governing Bodies of Schools.



**PART II - MINUTES**178. **Declarations of Interest:**

**RESOLVED:** To note that (1) the following personal interests were declared by Members of Cabinet:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Marilyn Ashton	Council appointee to Agenda 21 and Harrow Heritage Trust
Councillor David Ashton	Assisted Harrow MENCAP with fundraising proposals
Councillor Camilla Bath	Spouse was involved with Homestart in a voluntary capacity
Councillor Miss Christine Bednell	Patron of Harrow Young Musicians
Councillor Mrs Anjana Patel	Board Member of Harrow MENCAP
Councillor Eric Silver	Council representative on the Harrow Primary Care Trust

(2) the following personal interests were declared by Members who were present in the room but were not members of Cabinet:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Mrinal Choudhury	A member of London Kalibari
Councillor Margaret Davine	Had a relative who received Meals on Wheels
Councillor Keith Ferry	Council appointee to Harrow Young Musicians management committee
Councillor B E Gate	Patron of Harrow Young Musicians and a Board Member of the Citizens Advice Bureau
Councillor Julia Merison	A member of Bentley Priory Nature Reserve and had a nephew who had special needs
Councillor Bill Stephenson	Chair of Bentley Priory Nature Reserve

179. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 18 January 2007, be taken as read and signed as a correct record.

180. **Arrangement of Agenda:**

The Chairman indicated that he would be reordering the agenda to take item 17, Any Other Urgent Business – Harrow Youth Council immediately before item 5, Public Questions. The item on the Organisational Structure (item 9) would be taken after item 16.

In accordance with Executive Procedure Rule 34.1, the Chairman indicated that he was prepared to waive the time limit in relation to Public and Councillor Questions, as set out in Executive Procedure Rules 16.2 and 17.1 respectively, to enable all of the questions to be put.

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
9. Organisational Structure	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report to enable the proposed structure to be agreed and implemented.
10. Revenue Budget 2007-08 and 2009-10	The report was not available at the time the agenda was printed and circulated. Members were asked to consider the report to enable the proposed budget to be forwarded to the Council meeting being held on 22 February 2007.
17. Any Other Urgent Business – Harrow Youth Council	Members were asked to accept this item onto the agenda to enable a presentation to be received from the UK Youth Parliament representative

(2) all business be considered with the press and public present with the exception of the following item for the reason set out below:-

<u>Item</u>	<u>Reason</u>
9. Organisational Structure – Confidential Appendix to the report	The appendix to the report contained exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended) in that they contained information relating to any individual.

181. **Petitions:**

- (i) Councillor Eric Silver presented a petition containing 69 signatures in relation to the condition of the road in Parkfield Avenue. He read the terms of the petition to the meeting, which were as follows:-

"The petition of the residents of Parkfield Avenue in the Borough of Harrow draws to the attention of the Council to the condition of the road surface, grass verges (including trees) and the pedestrian walkways of Parkfield Avenue. Your petition therefore request that the road be resurfaced, old/tall dangerous trees removed, lay paving stones to replace the scarred tarmac walkways, plant new saplings to replace the trees lost over the last 20 years and top soil and seed grass verges. All work to be generally in line with the quality of work carried out recently to Elmcroft Crescent, Hillview Gardens and Pinner Park Avenue."

**RESOLVED:** That the petition be received and referred to the Portfolio Holder for Urban Living – Community Safety and Public Realm for consideration.

- (ii) Councillor David Ashton presented a petition containing 383 signatures in relation to Honeypot Lane Parade. He read the terms of the petition to the meeting, which were as follows:

"We, the undersigned, object to the excessive number of commuters (to/from Cannons Park underground station) abusing the restricted car parking facility in and around the service road and shopping parade (junction of Honeypot Lane, Marsh Road, Wemborough Road and Whitchurch Lane). The current situation is totally unacceptable, affecting traders and residents' access to amenities and shops, creating serious health and safety issues. We demand that this matter be addressed in a proper and effective manner, involving the local residents and traders, resulting in a clear solution to this problem."

**RESOLVED:** That the petition be received and referred to the Portfolio Holder for Urban Living – Community Safety and Public Realm for consideration.

- (iii) A member of the public presented the above, containing 376 signatures, in relation to the Meals on Wheels service. The terms of the petition were read out as follows:

“We, the undersigned, urge you to scrap the proposals for changes in the existing services including increased charges for these vital services. We believe that the proposed charges would lower the quality of meals and affect well-being of the most vulnerable members of Harrow’s community. Harrow’s employees have demonstrated their commitment to Harrow Council and its people by providing nationally acclaimed high quality services and provided much needed support to the vulnerable service users. We are concerned that apart from lowering the standards of quality and support to the elderly and frail service users we are further concerned that the proposals would ultimately lead to the closure of Milap Kitchen and job losses of the loyal and able employees.”

**RESOLVED:** That the petition be received and referred to the Portfolio Holder for Adult Community Care Services and Issues Facing People with Special Needs for consideration.

182. **Any Other Urgent Business - Harrow Youth Council:**

The Chairman welcomed to the meeting representatives from the Harrow Youth Council (HYC), including the elected UK Youth Parliament (UKYP) representative, who gave a short presentation outlining the role of HYC in providing the youth of Harrow with a voice to influence issues affecting them. The presentation was followed by a question and answer session.

The Portfolio Holder for Issues Facing Young People undertook to provide written responses to the issues raised by HYC, and advised that he would be happy to meet with HYC on a regular basis, and for a Harrow Council representative to attend HYC meetings.

The Chairman stated that he would welcome the involvement of HYC when youth matters were discussed by Cabinet, and added that the discussions with the HYC were cross-party.

**RESOLVED:** That the above be noted.

183. **Public Questions:**

**RESOLVED:** To note that the following public questions had been received:-

1.

**Questioner:** Ms Teresa Jones

**Asked of:** Councillor Janet Mote – People First, Children’s Services Portfolio Holder

**Question:** The Governing Bodies of Cannon Lane First and Middle School’s would like to know why the health and safety of the children and staff are being put at risk by the lack of action to replace the entire school roof and make the building completely water tight.

As it is totally unacceptable to have water dripping into classrooms, onto the corridors, toilet floors and on stair cases that are also fire exits (sometimes via electrical fittings!), when will action be taken to bring our school building up to the standards expected in the 21<sup>st</sup> century and enable us to provide a high quality learning environment for the children at Cannon Lane Schools?

To reiterate, when will our whole school roof be replaced?

2.

**Questioner:** Mr Peter Watson

**Asked of:** Councillor Christine Bednell – Lifelong Learning, Cultural Services and Issues facing Older People Portfolio Holder

**Question:** At the open forum on Wednesday the 23rd January, Christine Bednell quoted student numbers for two particular years to justify the proposed cut in grant to Harrow Young Musicians. Would she accept that the two figures quoted were not based on the same method of counting. (The higher figure double counted students).

Would she also accept, that if the true figures for the total number of students were used, it would show a dramatic cut in the funding per student and that the proposed cut to the grant for Harrow Young Musicians will seriously endanger the future of this organisation.

3.

**Questioner:** Mr Tony Holman

**Asked of:** Councillor Eric Silver - Adult Community Care Services and issues facing People with special needs Portfolio Holder.

**Question:** I understand that the Wiseworks Manager wrote to Wiseworks customers telling them that Wiseworks would cease trading on 28 February. If this is true on whose authority was this letter written?

4.

**Questioner:** Ms Ann Freeman

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** 'Has the Cabinet learned from the Wiseworks' experience how to ensure that its clear intentions are carried out by Council Officers?'

5.

**Questioner:** Mr Alan Brown

**Asked of:** Councillor Eric Silver - Adult Community Care Services and issues facing People with special needs Portfolio Holder.

**Question:** Has it been decided that Wiseworks Enterprises is to cease trading?

6.

**Questioner:** Ms Joan Penrose

**Asked of:** Councillor David Ashton, Finance and Business Affairs Portfolio Holder

**Question:** Can the Finance Portfolio Holder confirm that the Special Cabinet decision of 18 January has been implemented by Council officers, that is that 'Wiseworks' will be kept open until all options are developed and consulted upon.

[Note: An oral answer was provided to all questions. Under the provisions of Executive Procedure Rule 16.4, each of the questioners asked a supplementary question which was additionally answered].

184. **Councillor Question Time:**

**RESOLVED:** To note the following Councillor Questions had been received:

1.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** Wouldn't you agree that if a review is required - it is vital that we get the new organisational structure of Harrow Council right and that the hurriedly put together proposals currently before Cabinet, solely driven by financial considerations, need much further consideration, in particular, to allow the Chief Executive designate, adequate time and resources to provide a considered and meaningful input.

2.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Christine Bednell – lifelong learning, Cultural Services and Issues facing Older People Portfolio Holder

**Question:** In the draft budget you propose to cut the budget to the Harrow School of Young Musicians (HYM) by 20% ostensibly 'because we should not be funding out-of-borough students'. Are you aware that out-of-borough students pay twice the fees of Harrow students and that they form approximately only 10% of the HYM's students and that this is well within the guidelines of at most 20% out-of-borough membership laid down in the regulations for the receipt of grants by voluntary groups. In the light of this will you not agree that the rationale for cutting the grant to HYM is not fair and proper and that HYM should receive its current funding?

3.

**Questioner:** Councillor Bill Stephenson

**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property

**Question:** Would you confirm that I have approached you on a number of occasions both informally and by email (21.8.06, 6.9.06, 16.10.06) concerning the decision by the Cabinet in August to withdraw from the Community Sports Coaching Scheme at a saving to the revenue budget of £13,000? On each occasion you have promised to get back to me on this and have failed to do so. Could you explain why you have not got back to me and will you confirm once and for all whether you intend to take this matter seriously as this petty cut is damaging sports provision for young people in the Borough, which is particularly galling in the run up to the Olympics.

4.

**Questioner:** Councillor Thaya Idaikkadar

**Asked of:** Councillor Anjana Patel, Community Development Portfolio Holder

**Question:** Why are our voluntary organisations faced with a blanket 10% cut in grant funding, which is being imposed without any consultations or consideration of the dire effects this will have on deserving organisations who at the best of times struggle to survive?

5.

**Questioner:** Councillor Brian Gate

**Asked of:** Councillor Paul Osborn - Legal Services and Issues Facing Young People Portfolio Holder

Do you agree with your Conservative colleagues at the GLA that Londoners cannot afford to pay for free travel to under-18s on London Transport and this scheme should be abolished?

6.

**Questioner:** Councillor Navin Shah

**Asked of:** Councillor Christine Bednell – Lifelong Learning, Cultural Services and Issues facing Older People Portfolio Holder

**Question:** A considerable number of loyal but very concerned staff and some service users attending the January Cabinet meeting went away extremely disappointed and angry that no discussion or debate took place to justify the Meals on Wheels Service proposals. The fact there is an enormous amount of anxiety all around, what assurances are you prepared to give that there are no plans of mass redundancies arising from service cuts and privatisation of highly acclaimed services?

7.

**Questioner:** Councillor Navin Shah**Asked of:** Councillor Chris Mote, Leader of the Council and Portfolio Holder for Strategic Overview, External Affairs and Property**Question:** Can you please explain the rationale behind designating the report as an "urgent one"?

8.

**Questioner:** Councillor Margaret Davine**Asked of:** Councillor Christine Bednell – Lifelong Learning, Cultural Services and Issues facing Older People Portfolio Holder**Question:** How do we monitor the current 81 Service Users of the Frozen Meals on Wheels service in order to make sure that they are thoroughly and safely reheated daily, and do we have a record of any mishaps that have occurred over the past 2 years?

9.

**Questioner:** Councillor Margaret Davine**Asked of:** Councillor David Ashton, Finance and Business Affairs Portfolio Holder**Question:** How do you envisage that Harrow's voluntary organisations, many of which survive on a shoestring, and provide highly valued services and support to our community, will be able to continue to function if the 10% cut to funding across the board is confirmed this evening? Do you think this is a fitting way for the Council to say thank you for their efforts?

[Notes: (i) The Chairman indicated that he would permit Councillor Ms Nana Asante to submit question 4 on behalf of Councillor Thaya Idaikkadar;

(ii) An oral answer was provided to all questions. Under the provisions of Executive Procedure Rule 17.4, each of the questioners asked a supplementary question which was additionally answered].

185. **Forward Plan 1 February - 31 May 2007:****RESOLVED:** To note the contents of the Forward Plan for the period 1 February – 31 May 2007.186. **Reports from the Overview and Scrutiny Committee or Sub-Committees - School Nurses CYP Scrutiny Challenge Panel Report:**

Cabinet received a report of the Director of Children's Services, which provided an update on the findings of the Children and Young People Scrutiny Challenge Panel on School Nursing. Cabinet was asked to consider the recommendations of the report to inform future decisions and help ensure that progress was made following the review by the Primary Care Trust (PCT) and Acute Trust.

In accordance with Executive Procedure Rule 18, Councillor B E Gate addressed the meeting and introduced the report. The Portfolio Holder for People First - Children's Services indicated her gratitude to the partners and organisations who had been involved in the Challenge Panel, and expressed her delight that the custom of Scrutiny Panel Members attending Cabinet to present reports had continued. The Chairman commented that the report presented a good example of Scrutiny and the Executive working together.

**RESOLVED:** To (1) note the final report of the Challenge Panel on School Nursing;

(2) endorse the report findings and recommendations.

**Reason for Decision:** To allow the Sub-Committee to influence discussions around the future provision of school nursing in the Borough. This was particularly pertinent at this time as a new service specification was in development.

187. **Reports from the Overview and Scrutiny Committee or Sub-Committees - Residents' Information Pack:**

Cabinet received a report of the Director of Legal and Governance Services, which introduced the Sustainable Development and Enterprise Scrutiny Sub-Committee's report on Residents' Information Packs and sought Cabinet's guidance on how the issue should be progressed.

In accordance with Executive Procedure Rule 18, Councillor Ms Nana Asante addressed the meeting and introduced the report. The Portfolio Holder for Legal Services and Issues Facing Young People welcomed the report as being wide-ranging and comprehensive, but advised that the Council's difficult financial position meant that the resources were not currently available to commission a business plan or provide a hard copy information pack.

**RESOLVED:** To request Access Harrow, the Communications Unit and Web Refresh Project to consider and implement those ideas which could be affected within anticipated resources and agreed work plans.

**Reason for Decision:** To take into consideration the recommendations of the report within existing resources.

188. **Key Decision - Revenue Budget 2007/8 and 2009/10:**  
(See also Recommendation I and Minute 178).

Having recommended the Revenue Budget 2007-08, the model Council Tax resolution, the new reserves policy, the Housing Revenue Account for 2007-08 and the Members' Allowances Scheme to Council for approval, it was

**RESOLVED:** That (1) the Medium Term Revenue Budget Strategy be approved;

(2) in relation to fees and charges:

- (i) non-statutory fees and charges be raised by an average of 2.4% from 1 April 2007;
- (ii) service directorates maintain an annual benchmark review of fees and charges against other local authorities; and
- (iii) service directorates continue to review additional areas of discretionary income generation;

(3) in relation to schools, the budget be approved and it be noted that there were no proposed changes to the LMS formula;

(4) the Medium Term Budget Strategy for the Housing Revenue Account be approved.

**Reason for Decision:** To ensure that the Council was planning the use of resources effectively. The approved budget provided the framework for effective financial management throughout the year and supported service delivery.

189. **Key Decision - Final Capital Programme 2007-08 to 2009-10:**

The Director of Financial and Business Strategy introduced a report, which set out the final capital programme for 2007-08 and 2009-10.

**RESOLVED:** To agree (1) the final capital programme for 2007-08 and 2008-09;

(2) the use of capital receipts from the sale of land and other assets held within the Housing Revenue Account for specified purposes.

**Reason for Decision:** To confirm the capital programme.

190. **Key Decision - Treasury Management and Prudential Indicators 2007/8 - 2009/10:**  
(See also Recommendation II).

Having recommended the Treasury Management Strategy 2007-08 and the Prudential Indicators for 2007-08 and 2009-10 to Council for approval, it was

**RESOLVED:** That the Council's lending list, as set out in Appendix 2 to the report of the Director of Financial and Business Strategy, be approved.



**Reason for Recommendation:** To promote effective financial management and comply with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and other relevant guidance.

191. **Key Decision - Grants to Voluntary Groups 2007-08:**

The Director of Financial and Business Strategy introduced a report, which set out the recommended grants to voluntary groups for 2007-08.

**RESOLVED:** That the recommendations of the Grants Advisory Panel of 22 January 2007 be approved.

**Reason for Decision:** To confirm funding to voluntary groups for 2007-08.

192. **Revenue and Capital Budget Monitoring to 31 December 2006:**

The Director of Financial and Business Strategy introduced a report, which set out the monitoring of the Council's revenue and capital budgets. She advised that the Council's management were being reminded at every opportunity to stay within budget. The Portfolio Holder for Finance and Business Matters added that delaying the organisational restructure would cost the Council £10,000 a day.

**RESOLVED:** That (1) the current revenue and capital monitoring position at the end of the third quarter for 2006-07 be noted;

(2) the virement of capital budgets as set out in Appendix 8 to the report of the Director of Financial and Business Strategy be approved.

**Reason for Decision:** To monitor effectively the Council's revenue and budgets.

193. **Key Decision - Integrated Mental Health Service:**

Cabinet received a report of the Director of Adult Community Care Services, which proposed the conclusion of a formal partnership agreement with the Central and North West London NHS Mental Health Trust (CNWL) which would establish a sound governance framework for the current integrated service for adults with mental health problems.

The Portfolio Holder for Issues Facing People with Special Needs advised that the agreement would be contained within the existing People First budgets, and that the safeguarding of staff pay and working arrangements would be within the remit of the Health and Social Care Integration Board, which would report to the PCT and Cabinet.

Having noted that the report of the Director of Adult Community Care Services contained a typographical error and that the final sentence of paragraph 2.4.1 (page 293 of the agenda) should read "...assuming that CNWL has the resources..", it was

**RESOLVED:** To (1) confirm the previous decision to conclude a formal partnership agreement with the Central and North West London NHS Mental Health Trust covering the provision of social care services to adults with mental health problems;

(2) approve the near-final draft version of the proposed Section 31 Agreement (as set out at Appendix 1 to the report of the Director of Adult Community Care Services) as the basis for that agreement;

(3) authorise the Director of Adult Community Care Services to approve any final drafting changes to this agreement in conjunction with CNWL and in consultation with the relevant Portfolio Holder;

(4) instruct officers to undertake a formal consultation with staff and trade unions with a view to achieving a transfer of Council staff to CNWL through a TUPE arrangement, the outcomes of which to be reported to a future Cabinet meeting;

(5) authorise the grant of leases to CNWL for Atkins House and The Bridge on terms to be approved by the Executive Director (Urban Living).

**Reason for Decision:** The current joint working arrangement in place exposes both the Council and the Trust to a number of risks unless the current informal agreement is regularised by a formal partnership agreement. The conclusion of such an agreement and the commencement of a formal consultation regarding a possible TUPE transfer of Council staff to the Trust both require Cabinet approval.

194. **Key Decision - Tenancy Agreement, Garage Licence:**

The Acting Chief Executive introduced a report, which set out action taken to consult and proposed changes to the tenancy agreement adopted for letting all Harrow Council



houses. The report included reasons for not pursuing introductory tenancies and action being taken to introduce a revised garage licence.

**RESOLVED:** To (1) implement the revised terms and conditions of tenance;

(2) not to pursue introductory tenancies;

(3) to implement the revised garage licence.

**Reason for Decision:** To ensure that tenancies and licences are offered on terms and conditions that comply with housing legislation.

195. **Key Decision - Organisational Structure:**

The Acting Chief Executive introduced a report which proposed a revised organisational structure for the Council that would be fit for purpose, contribute to the Council's savings plan and enable the Council to achieve its long-term strategic vision. The revised structure was a critical part of the major management structure savings that the Council needed to make, and the Cabinet decisions in this regard would need to be implemented immediately otherwise there would be a significant impact on the delivery of the Council's Medium Term Budget Strategy.

A revised Appendix 3 to the report of the Acting Chief Executive was tabled, along with a confidential paper which set out the views of members of the Council's senior management who had been consulted in relation to the proposed new structure.

The Chairman advised that the incoming Chief Executive supported the proposed organisation structure and had indicated that he would review it in September 2007.

**RESOLVED:** That (1) the senior structure set out in Appendix 2 to the report of the Acting Chief Executive be agreed;

(2) authority be delegated to the Leader to consider and if appropriate approve the tier 3 structure recommended by the incoming Chief Executive.

**Reason for Decision:** To ensure that the Council's organisational structure was fit for purpose, contributed to the Council's savings plan and enabled the Council to achieve its long-term strategic vision.

196. **Extension and Termination of the Meeting:**

In accordance with the provisions of Executive Procedure Rule 24.2 (Part 4D of the Council's Constitution), it was

**RESOLVED:** (1) At 9.59 pm to continue until 10.15 pm;

(2) at 10.15 pm to continue until 10.25 pm.

(Note: The meeting, having commenced at 7.34 pm, closed at 10.25 pm).

(Signed) COUNCILLOR CHRIS MOTE  
Chairman



CABINET  
ADVISORY  
PANELS



## HARROW BUSINESS CONSULTATIVE PANEL

1 FEBRUARY 2007

Chairman: \* Councillor Manji Kara

Councillors: \* Mrinal Choudhury \* Susan Hall  
\* Keith Ferry

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**26. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

27. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

28. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

29. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 15 November 2006 be deferred until printed in the Council Bound Minute Volume.

30. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

31. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

32. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

33. **Budget Proposals 2007/08:**

The Panel received a presentation from the Group Manager, Corporate Finance, setting out the Council's Budget proposals for 2007/08. The presentation contained discussion of the following points:

- The Council's financial history had meant pressures on the budget had accumulated, including an overspend in 2005-2006, historical debts that required provision, and Primary Care Trust (PCT) spending. As a result, Council reserves had been reduced to £1.8 million at the end of 2005-2006.
- A savings plan had been agreed in August 2006 to deliver some £9m of savings. The plan was currently proceeding on target, although there would be no contribution to reserves in the 2006/07 financial year.
- Five strategic projects had been undertaken, looking at such areas as value for money and fees and charges, which would be followed with a review of the organisational structure and related staffing structures.
- There would be a proposed Council tax increase of 4.9%.

- There remained funding gaps to be addressed in 2008-2009 and 2009-2010 and the intention is that fundamental service reviews will deliver efficiencies to bridge these gaps.
- It was noted that the Borough received one of the lowest government grants in London, which was set to increase by 2.7% in 2007/08.
- The Council's reserve strategy required that reserves be increased to a minimum of £3.5 million by 2008/09.

On opening the item to questions, it was queried whether cuts in Council services would affect the business community. The Panel heard that all budgets would be under review, but that savings from other areas might mitigate any potential impact.

The level of potential bankruptcies in the Borough for the forthcoming year was discussed, with reference to keeping businesses stable. A Member responded that there needed to be stable underlying conditions in this regard, and that it was potentially too easy to acquire credit in order to start businesses. A representative of the business community commented that current support arrangements tended to focus on the early stages of a business, whereas they might be better targeted at around 3 years into development, as this was often a difficult time.

The Panel heard that collection rates for Council tax, averaged over a five-year period, stood at approximately 99%, although the Council budgeted for a lower figure.

**RESOLVED:** That the above be noted.

34.

**Business Rates 2007/08:**

The Panel received a presentation of the Group Manager, Revenues, discussing business rates for 2007/08. The presentation contained the following points:

- Both standard and small business rates would increase in line with the September 2006 Retail Price Index, a figure of 3.6%.
- In the year 2006/07, 803 small businesses in Harrow had received small business rate relief, worth approximately £486,000.
- Rate relief was obtained through an application process, and measures to increase the number of applications were necessary, as funds were given by central government for this purpose.
- Changes to legislation now meant that businesses were only required to apply for relief once in a 5-year period between revaluations of commercial property – organisations applying in 2007/08 would not necessarily need to re-apply until 2010/11.
- Information regarding rate relief would be distributed with rate bills, and adverts would be placed in the local press and 'Harrow People'.
- Knowledge of the appeals process for rate relief seemed to be low amongst members of the business community.

On opening the item to questions, the Panel heard that new small businesses were sent information about rate relief, along with information on bills and payments generally. It was added that businesses that failed to pay rates were sent two reminders before a summons was issued, in line with best practice.

A Member queried whether the timescales involved in making an application for relief, particularly during December 2006, might have discouraged applications. An officer responded that whilst this may have been the case, further information on applying was due to be distributed in March 2007, which would allow for possible rebates in April 2007.

A representative of the business community queried whether, in cases of significant roadworks, organisations conducting maintenance might be able to contribute something to compensate for any disruption to trade. Officers stated they would investigate this.

In response to a query as to how business rates for different properties were calculated, the Panel heard that the calculations were based on a number of factors, all of which were available through the Valuation Office Agency website.

**RESOLVED:** That the above be noted.

35. **The Business Consultative Panel:**

The Panel received a report of the Executive Director, Urban Living, which set out proposals to vary the format of the Panel's meetings in order to increase engagement with the business community. It was recognised that the February meeting would remain in its current form as the consultation on the budget and business rates discussed at this meeting were statutory, but other meetings in the year could change.

An officer stated that there were a number of initiatives which would benefit from more extensive consultation with the business community, such as the possible development of a Business Improvement District (BID) in the Town Centre, and business incubator provision.

On opening the item to discussion, suggestions towards attaining the above were discussed, including:

- Varying the venue and time of the Panel's meetings;
- Holding themed meetings or events;
- Exploring alternative methods by which to communicate with the business community, such as the business portal;
- Promoting the formation of Traders' Associations in the Borough;
- Distributing information about the Panel when sending out information regarding business rates.

In addition, the Chairman asked that the list of businesses invited to attend meetings be reviewed, and that officers take steps to progress these options outside of the meeting.

An officer stated that adoption of any of the discussed proposals would need to be done within existing financial constraints.

**RESOLVED:** That the report be noted.

36. **Business Incubator Update:**

The Panel received a presentation by an officer, on the Business Incubator scheme.

The Panel heard that negotiations with Kodak had halted, but that a possible alternative site at Honeypot Lane had been identified. The Panel heard that whilst planning permission had initially been refused, it was hoped that approval for a revised scheme could be secured soon.

An officer stated that the Incubator remained a priority project, which would work to support small businesses in Harrow, and needed both public and private sector backing. Harrow in Business and the University of Westminster had been working with the Council on this initiative also.

**RESOLVED:** That the above be noted.

37. **Harrow Business Against Crime Update:**

The Panel received an update from the Business Crime Reduction Manager, Harrow Business Against Crime (HBAC), on the organisation's activities.

It was explained that HBAC worked through the collation of intelligence on offenders in the town centre area, which was then shared amongst the scheme's members.

The Panel heard that, in addition to retail premises, the Scheme was currently being trialled in pubs and clubs in the area, and that a drop in violent offences was anticipated accordingly.

The Business Crime Reduction Manager reported that there had been efforts to reduce incidences of pick-pocketing in the town centre area, which had resulted in a decrease of 55% in offences over the Christmas period. In addition, successful action had been taken against individuals selling counterfeit DVDs in the area, which had resulted in the issuing of Anti Social Behaviour Orders (ASBOs).

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The Panel heard that the Scheme was looking to expand gradually and in a manageable way, to eventually cover the Wealdstone area.

**RESOLVED:** That the above be noted.

38. **Any Other Urgent Business:**

Local Area Agreement

An officer informed the Panel that new 'stretch' targets had been agreed as part of the Local Area Agreement, which would be used to support new and existing businesses in the Borough. This would be delivered by Harrow in Business

New Economic Development Strategy

An officer stated that the Strategy would be presented to the next meeting of the Local Development Framework Panel, and that she would update the Harrow Business Consultative Panel on progress at its next meeting.

**RESOLVED:** That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.33 pm)

(Signed) COUNCILLOR MANJI KARA  
Chairman



**EDUCATION ADMISSIONS AND AWARDS  
ADVISORY PANEL****6 FEBRUARY 2007**

Chairman: Councillor Mrs Janet Cowan

Councillors: \* Mrinal Choudhury (Vice-Chairman) (in the Chair) \* Joyce Nickolay

Advisers: Mr D A Jones (Vacancy)

\* Denotes Member present

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Admission to County Schools**

On 6 February 2007, there were 5 children for whom admissions staff could make no reasonable offer of a school place. The Education Admissions and Awards Advisory Panel was requested to authorise the admission of these pupils to a school, where no place existed in the relevant year group.

That an offer of admission to a school be made as follows:

<u>Reference</u>	<u>Year Group</u>	<u>Admitting School</u>
H117	11	Canons
H118	11	Canons
H119	10	Nower Hill
H120 (incorrectly numbered H115 on the agenda)	10	Harrow
H121 (incorrectly numbered H116 on the agenda)	10	Harrow

**PART II - MINUTES**111. **Attendance by Reserve Members:**

**RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

112. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

113. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
8. (a) Admissions to County Schools	The applications detailed in this report were received after the main agenda was printed and circulated. Members were asked to consider this report, in order to allocate an appropriate place to the applicants.

(2) the items appearing in Part II of the agenda be considered with the Press and Public excluded on the grounds indicated below:

<u>Agenda item</u>	<u>Reason</u>
8. Admissions to County Schools	These items were considered to contain exempt information as defined in Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) contained information relating to any individual.
8. (a) Admissions to County Schools	

114. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 10 October 2006 be taken as read and signed as a correct record;

(2) the minutes of the meetings held on 7 November, 21 November, 5 December, and 19 December 2006, and 9 January and 23 January 2007 be deferred until printed in the Council Bound Minute Volume.

115. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

116. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

117. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

118. **Admissions to County Schools:**

(See Recommendation 1).

(Note: The meeting having commenced at 5.00 pm, closed at 5.10 pm)

(Signed) COUNCILLOR MRINAL CHOUDHURY  
Vice-Chairman (in the Chair)

## LOCAL DEVELOPMENT FRAMEWORK PANEL

26 FEBRUARY 2007

Chairman: \* Councillor Marilyn Ashton

Councillors: \* Keith Ferry \* Narinder Singh Mudhar (1)  
\* Thaya Idaikkadar \* Joyce Nickolay  
\* Manji Kara \* Navin Shah

\* Denotes Member present  
(1) Denotes category of Reserve Member

[Note: Councillor Mrs Kinnear also attended this meeting to speak on the item indicated at Minute 32 below].

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Local Development Scheme 2007: Saved Policies**

The Panel received a report of the Director of Planning Services, which set out the requirement for the Council to review the saved Harrow Unitary Development Plan (HUDP) policies against various criteria, and to submit its revised list to the Secretary of State by 1 April 2007. The report contained, as an appendix, the policies that officers were recommending be saved.

The officer advised that, in order to minimise the scope for delays, a copy of the draft list had been sent to the Government Office for London (GOL) and the Greater London Authority (GLA) for comment. No reply had yet been received from the GLA. The officer further advised that the final submission report would be clearly divided into policies to be saved and policies to be deleted.

During the discussion on the report, the following amendments were proposed:

- A Member having expressed concern at the proposal to save policy H12 (Houses in Multiple Occupation) if the linked policy H9 (Conversions of Houses and Other Buildings to Flats) was deleted, the officer advised that national and London Plan policies adequately covered both areas and so there appeared to be no apparent risk in deleting both policies. Consequently, the Panel agreed unanimously that policy H12 also be deleted.
- It was moved and seconded that policies SEP6 (Areas of Special Character, Green Belt and Metropolitan Open Land), EP33 (Development in the Green Belt) and EP34 (Extension to Buildings in the Green Belt) be saved. In response to questions from Members, the officer advised that these policies repeated national policies and therefore there did not appear to be any need to save them. The motion to save the policies was put to the vote, and lost.
- Members agreed unanimously to save policies C10 (Community Buildings and Places of Worship) and C11 (Ethnic Communities).

The Panel stressed the need to provide Members of the Council's planning committees with an updated list of saved policies when these came into effect.

**Resolved to RECOMMEND:** (to Cabinet)

That the Report of the Review of Saved Policies appended to the report of the Director of Planning Services, updated in accordance with the amendments agreed by the Panel, be submitted to the Secretary of State before 1 April 2007.

**Reason for Recommendation:** To request an extension of the saved policies beyond 27 September 2007.

[Notes: (1) Councillors Marilyn Ashton, Manji Kara, Narinder Singh Mudhar and Joyce Nickolay wished to be recorded as having voted in favour of deleting policies SEP6, EP33 and EP34, for the reason that there were national policies in place that adequately covered these areas;

(2) Councillors Keith Ferry, Thaya Idaikkadar and Navin Shah wished to be recorded as having voted in favour of saving policies SEP6, EP33 and EP34].

**RECOMMENDATION 2 - Local Development Scheme 2007: Preparation of a Joint Waste Development Plan Document (DPD)**

The Panel received a report of the Director of Planning Services, which set out the latest position in West London on the production of a Joint Waste Development Plan Document (DPD). The report advised that the constituent boroughs were reporting to their respective Executives/Full Councils on formal agreement to produce a Joint Waste DPD, and the Memorandum of Understanding underlying the process, including financial commitments.

In response to questions from Members, the officer clarified the following points:

- The Joint Waste DPD would be binding on all authorities, providing an overarching policy for the sub-region.
- The officer group, currently led by a project officer employed by Hillingdon Council, would be seeking to be thorough in the technical appraisal of sites and effective community engagement, without incurring undue costs.
- The draft Memorandum of Understanding had initially been scrutinised by legal and planning officers in all boroughs.
- The proposed start date of 1 March 2007 for the agreement, specified in the report of the Director of Planning Services, was probably no longer achievable.
- If any of the authorities wished to withdraw from the agreement at a later date, they could do so, leaving the remaining boroughs to continue the production of a Joint Waste DPD.
- Harrow's position meant that it was largely dependent upon the use of facilities outside of the Borough, and it would not be in the Council's interests to pursue a single borough approach to waste management.
- The proposal in the London Plan alterations to expand the West London Local Authorities to include Kensington and Chelsea would need to be explored further to determine whether there would be any benefit to Harrow.

**Resolved to RECOMMEND:** (to Cabinet)

That (1) the Council participate in the production of a Joint Waste DPD for West London; and

(2) the timetable for production of the Joint Waste DPD be included in the updated Local Development Scheme.

**Reason for recommendation:** The West London boroughs have progressed their joint working to a stage whereby formal agreement is required.

**PART II - MINUTES**

24. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary Member

Reserve Member

Councillor Robert Benson

Councillor Narinder Singh Mudhar

25. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

- (i) Agenda item 12 – Survey of Elmwood Avenue to Assess Whether it is Deserving of Conservation Area Status  
Councillor Navin Shah declared a personal interest in the above item, arising from the fact that he was a Greenhill resident. Accordingly, he remained in the room whilst the item was discussed.

26. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
11. Local Development Scheme 2007: Preparation of a Joint Waste Development Plan Document (DPD)	This report was not available at the time the agenda was printed and circulated. Members were asked to consider this item, as a matter of urgency.
- Councillor Involvement in Planning Decisions	This item was added to the agenda at the request of a Member, to draw Members' attention to new guidance.

(2) all items be considered with the press and public present.

27. **Appointment of Vice-Chairman:**

Councillors Keith Ferry and Joyce Nickolay were both nominated and seconded. Having been put to a vote, it was

**RESOLVED:** That Councillor Joyce Nickolay be appointed Vice-Chairman of the Panel for the remainder of the 2006/07 Municipal Year.

28. **Minutes:**

**RESOLVED:** That (1) the minutes of the Special meeting on 15 November 2006 of the Strategic Planning Advisory Panel, being the predecessor body to this Panel, be taken as read and signed as a correct record;

(2) the minutes of the meeting of the Local Development Framework Panel held on 30 November 2006 be taken as read and signed as a correct record, subject to correcting the start time of the meeting to 7.30 pm;

(3) the minutes of the Special meeting of the Local Development Framework Panel held on 23 January 2007 be deferred until printed in the Council Bound Minute Volume.

29. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions, petitions or deputations were received under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 respectively.

30. **Enterprising Harrow – New Economic Development Strategy:**

The Panel received a report of the Director of Planning Services, which provided an introduction to Enterprising Harrow, the draft new Economic Development Strategy, and discussed issues that would need to be considered in relation to the Strategy.

The officer advised that, since the agenda had been printed and circulated, the Executive Summary had been rewritten to provide a more focused strategy, and a glossary would be added to the final version of the report.

During the discussion on the report, the following issues were raised:

- Harrow was keen to maintain economic vitality and not become a 'dormitory borough', however it was necessary to be realistic and set attainable goals for the Borough.
- The proposals in relation to business incubation, Business Improvements Districts (BIDs) and the role of a Business Consultative Panel were highlighted by Members as particularly important for the future of Harrow.
- Research had indicated that there was significant demand for quality Small and Medium Enterprise (SME) units. Officers advised that plans for the development of SME units at Honeypot Lane were dependent upon the terms of a legal agreement in relation to a planning application that had yet to be determined by the Council. Under the proposed arrangement, the Council would be involved in the management of any SME units.

- Harrow would need to work with other West London boroughs as, to some extent, Harrow's prosperity was dependent upon its neighbouring boroughs.
- There was a need to make the town centre more attractive with improved entertainments.
- It would be important for the Panel to have ownership of the Strategy and be provided with progress updates. The Strategy should be regularly reviewed to ensure it was up to date and reflected the Borough's needs.
- It would be helpful for the consultation document to go to the Harrow Strategic Partnership (HSP) Board for comments.

**RESOLVED:** That (1) the above comments be noted;

(2) Members be provided with a copy of the rewritten Executive Summary before the document is released for consultation;

(3) the dates of the consultation process (5 March to 17 April 2007) be noted.

31. **Local Development Scheme 2007: Saved Policies:**  
(See Recommendation 1).

32. **Local Development Scheme 2007: Preparation of a Joint Waste Development Plan Document (DPD):**  
(See Recommendation 2).

33. **Survey of Elmwood Avenue to Assess Whether it is Deserving of Conservation Area status:**

The Panel received an information report of the Director of Planning Services, which advised that officers were considering a survey of the Elmwood Avenue area to assess whether the character and appearance of the area was deserving of Conservation Area status.

A Member commented that he believed officers had carried out some work on this area in the past.

**RESOLVED:** That (1) officers be requested to investigate any previous work carried out in relation to this area to avoid duplication; and

(2) when time and resources permitted, a report on the area be brought back to the Panel for consideration.

34. **Residents Leaflet for Grim's Dyke:**

The Panel received an information report of the Director of Planning Services, which informed Members that a leaflet had been produced to provide local resident with information on Grim's Dyke, a Scheduled Ancient Monument. A photocopy of the leaflet was provided as an appendix to the report.

**RESOLVED:** That (1) the leaflet be noted; and

(2) Members of the Panel be provided with a colour copy of the leaflet.

35. **Any Other Urgent Business:**

- (i) **Councillor Involvement in Planning Decisions**

A Member of the Panel highlighted the above document which had been published by the Department for Communities and Local Government.

**RESOLVED:** That officers be requested to provide Members of the Panel, and Councillor Mrs Kinnear, with copies of the report.

(Note: The meeting having commenced at 7.30 pm, closed at 9.37 pm)

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman

## TRAFFIC AND ROAD SAFETY ADVISORY PANEL

27 FEBRUARY 2007

Chairman: \* Councillor John Nickolay

Councillors: \* Mrs Camilla Bath \* Jerry Miles  
 \* Robert Benson \* David Perry  
 \* Keith Ferry (4) \* Yogesh Teli  
 \* Graham Henson (2) \* Jeremy Zeid  
 \* Manji Kara

Advisers: \* Mr A Blann Mr L Gray  
 \* Mr E Diamond \* Mr A Wood

\* Denotes Member present  
 (2) and (4) Denote category of Reserve Member

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Controlled Parking Zones/Resident Parking Schemes - Annual Review**

The Panel received a report of the Interim Head of Public Realm Infrastructure which informed Members that the annual review for the whole Borough had been carried out. This had included assessments of existing zones and requests for new zones, including petitions received in the last twelve months.

An officer referred the Panel to the priority list for financial year 2007/08 and five year Local Implementation Plan from April 2007 to March 2012 (Appendix C to the officer report), and explained that the revised programme included three new controlled parking zones and resident parking schemes as follows:-

- Marsh Road Service Road
- Canons Park Station area
- Burnt Oak Broadway area

The drawback to the completion of these schemes was that schemes further down the priority list would be deferred.

Members queried why North Harrow was an unprogrammed scheme to be reviewed following the occupation of the supermarket re-development. An officer advised that there had been little support for the scheme when consultation was last carried out.

A Member queried whether a 1 hour CPZ at Canon's Corner could be implemented instead of a 'Pay and Display' scheme, due to residents' concerns about parking. An officer stated that consultation had taken place and a 1 hour CPZ would be detrimental to traders situated on Canon's Corner.

An adviser expressed the view that improved 'Pay and Display' machines should be used to make machines more user friendly, allowing users to insert their credit card on arrival and reinsert it and pay when departing. An officer stated that a general review would be undertaken.

An amendment to the officer recommendations was moved and carried, and it was

**Resolved to RECOMMEND:** (To the Portfolio Holder for Urban Living – Community Safety and Public Realm)

That (1) subject to funding, the priority list as shown in Appendix C to the officer report, be adopted as the controlled parking zone programme for inclusion in the Local Implementation Plan for submission to Transport for London;

(2) the petitions submitted at this and the previous Panel meetings regarding roads in the North Harrow and Stanmore zones (Wychwood Avenue) be taken into consideration in due time;

(3) minor adjustments to parking bays in Radnor and Bethacar Roads, close to Dental and Medical Practices, be made as soon as practical.



[REASON: To prioritise the Controlled Parking Zones programme].

(See also Minute 48).

## **PART II - MINUTES**

### 47. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Nizam Ismail Councillor Mrinal Choudhury	Councillor Graham Henson Councillor Keith Ferry

### 48. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

- (i) Councillor Graham Henson declared a personal interest in relation to all substantive items on the agenda arising from the fact that a relative was employed within Urban Living. Accordingly, the Member would remain in the room and take part in the decision-making on all items of the agenda.
- (i) Agenda Item 9 – 2007/08 Programme – Information Report  
Mr E Diamond, an adviser to the Panel, declared a personal interest in that he was in possession of a disabled parking badge. Accordingly, the Adviser would remain in the room and take part in the decision-making on all items of the agenda.
- (iii) Agenda Item 11 - Traffic Management Issues Regarding the Proposed Re-opening of Wealdstone High Street to Traffic  
Councillor Susan Hall, who was not a Member of the Panel, declared a prejudicial interest in that she was a trader in Wealdstone. Accordingly, she took no part in the discussion on this item.

### 49. **Arrangement of Agenda:**

**RESOLVED:** That (1) agenda item 8, “References from Other Committees/Panels” be considered separately from item 10, “Controlled Parking Zones/Resident Parking Schemes – Annual Review”;

(2) agenda item 11, “Traffic Management Issues Regarding the Proposed Re-opening of Wealdstone High Street to Traffic, and the Impact on the Surrounding Area”, be considered after item 8, “References from Other Committees/Panels”;

(3) all items be considered with the press and public present.

[Note: For ease of reference, the order of the minutes follows the order of the business on the agenda].

### 50. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 22 November 2006 be taken as read and signed as a correct record.

### 51. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

### 52. **Petitions:**

**RESOLVED:** To note the receipt of the following petitions which were referred to the relevant officer for consideration:

- (i) Petition requesting the stretch of road opposite the Shree Kutch Satang Swaminarayan Temple entrances be marked by double yellow lines prohibiting parking at all times and that provision be made for loading/unloading for local businesses.  
Presented by Councillor Manji Kara and signed by 450 people.



- (ii) Petition requesting that the Traffic and Road Safety Advisory Panel take notice of the potentially dangerous traffic situation existing in Church Drive during weekdays.

Presented by Councillor John Nickolay and signed by 35 people.

53. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

54. **References from Other Committees/Panels:**

The Panel received a reference from the meeting of the Sustainable Development and Enterprise Scrutiny Sub-Committee meeting held on 28 November 2006, which was set out in the appendices to agenda item 10, "Controlled Parking Zones/Resident Parking Schemes – Annual Review". Members were informed of the Sub-Committee's wish to encourage positive use of small scale parking restriction and Controlled Parking Zone (CPZ) areas and that in the Sub-Committee's view, future schemes should take into consideration 'desire lines' to balance the potential conflicts between vehicles and pedestrians and maximise traffic flow.

An officer explained that using small scale parking restrictions and CPZ areas would displace parking problems to surrounding roads and that it was more cost efficient to undertake larger schemes. He explained that 'desire lines' were the routes pedestrians would want to take, which were usually the most direct routes. Wherever possible, officers took these into account when designing schemes.

**RESOLVED:** That the reference be noted.

(See also Minute 48).

55. **2007/08 Programme - Information Report:**

The Panel received a report of the Interim Head of Public Realm Infrastructure which advised Members of the implications of budget reductions on the traffic management service for 2007-08. It was reported that funding from Transport for London (TfL) was likely to be a similar figure as in 2006-07 and that this funding was ring-fenced. Council funding was likely to be reduced by more than half. Therefore there was a need to prioritise schemes.

Members entered into discussion on parking facilities in the Borough and an Adviser expressed concern that Harrow did not have a parking policy document. Members requested a list of the works to be included in the 2007-08 work programme plus information on Harrow's parking policy.

**RESOLVED:** That (1) the report be noted;

(2) officers provide Members with the requested information.

(See also Minute 48).

56. **Controlled Parking Zones/Resident Parking Schemes - Annual Review:**

(See Recommendation 1).

57. **Traffic Management Issues Regarding the Proposed Re-opening of Wealdstone High Street to Traffic, and the Impact on the Surrounding Area:**

The Panel received a verbal report from officers and a representative from Accord MP, which updated Members on the proposed re-opening of Wealdstone High Street. It was reported that in Summer 2006 a review had taken place where five possible options had been discussed and a preferred option had been selected. This option involved northbound one-way traffic and a link, via Canning Road, to provide access to the multi-storey car park from the High Street.

A major factor governing the acceptability of any scheme was the impact on bus services and the views of key sections of Transport for London (TfL) were sought at an early stage to help guide the detailed design. The Panel was advised that objections from TfL could result in a public enquiry and it was therefore essential that any concerns they had were properly addressed. With further development of the parking layout details, to minimise the impact on the through flow of buses, a solution that provided on-street parking parallel to the kerb, had emerged. This would provide 23 parking spaces, 3 disabled persons' bays and 4 loading bays, improved crossing facilities at the junction with Palmerston Road and improved cycling facilities. Initial consultation had taken place on the proposals with ward councillors, traders and other

key stakeholders where details of public realm improvements, which had been developed to complement the highway works, were also provided.

Traffic modelling had shown that the scheme should improve bus journey times but, whilst the Bus Operations team within TfL had indicated support, the Strategic Bus Networks team had expressed concerns about the re-routing of southbound buses. They were currently conducting journey time surveys to test the results of the modelling and a formal response was expected very soon.

Based on TfL approval being given, formal public consultation on the scheme could take place in Spring 2007, followed by construction by Autumn 2007.

In the discussion that followed a Member suggested that 'Kiss and Ride' facilities, for drivers to drop-off and collect passengers, were necessary at the front of Harrow and Wealdstone Station. An officer stated that when the roundabout at the front of the station had been removed, such facilities were considered but it had not been possible to provide them as well as meeting the main objective of improving the pedestrian link between the station and the High Street. There were facilities at the rear of the station for drivers to drop off passengers.

In further discussion, Members and Advisers expressed the following views:-

- Large lorries should be discouraged from using the re-opened High Street.
- Signage to the rear of Harrow and Wealdstone station should be improved to guide drivers to a safe place for dropping off and collecting passengers.
- A north to south cycle route through the town centre should be investigated to provide a link to the station and Gordon Road.
- An implementation plan should be developed with the help of the traders, to minimise the impact of the works.
- Maintenance of the footways, at the northern end of the High Street, which were in poor condition, should be co-ordinated with the works.
- Minor road widening, north of George Gange Way, should be investigated to facilitate loading without creating congestion.

**RESOLVED:** That (1) the verbal report be noted;

(2) officers note and consider the comments made by Members and advisers;

(3) the Panel receive a verbal update at its next meeting.

(See also Minute 48).

58. **Interim Head of Public Realm Infrastructure:**

The Chairman advised the Panel that this meeting would be Steve Swain's last as he was taking early retirement. The Portfolio Holder for Community Safety and Public Realm, Members and advisers, paid individual tributes to his service.

**RESOLVED:** To note that the Panel recorded a vote of thanks to Steve Swain, Interim Head of Public Realm Infrastructure, in acknowledgement of more than 30 years' service to the London Borough of Harrow, and wished him a long and happy retirement.

(Note: The meeting having commenced at 7.32 pm, closed at 9.20 pm)

(Signed) COUNCILLOR JOHN NICKOLAY  
Chairman

HARROW  
ADMISSIONS  
FORUM



**HARROW ADMISSIONS FORUM****5 FEBRUARY 2007**

Chairman:	* Councillor Mrs Janet Cowan		
Councillors:	* Dinesh Solanki * Bill Stephenson		
Community School Representatives:	<u>Governor</u> (Vacancy)	<u>Primary</u> * Sue Jones	<u>Secondary</u> † Allan Jones
Jewish School Representative:	* Mrs D Palman		
Roman Catholic School Representative:	* Mike Murphy		
Church of England School Representative:	* Mrs S Hinton		
Church of England Diocese Representative:	* Mr Paul Reece (see Minute 27)		
Catholic Schools Diocese Representative:	* Mr Billiet		
Primary Elected Parent Governor Representative:	* Mrs D Speel		
Secondary Elected Parent Governor Representative:	* Mr R Chauhan		
Harrow Council for Racial Equality Representative:	* Paula Chattaraj (see Minute 27)		
Early Years Development Partnership Representative:	* Helena Tucker		
Children's Services Representative:	(Vacancy)		

\* Denotes Member present  
† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Feedback from consultation on admission arrangements for 2008-09**

The Forum considered a report of the Director of Strategy (People First) detailing the feedback from consultation on admission arrangements for 2008-09.

An officer summarised the responses received from both parents and teachers. She advised that the highest response received was on the evaluation of single intake to Reception. In general schools and parents favoured single intake, whereas pre-schools generally favoured dual intake.

Some Members expressed their concern about the single intake to Reception. One Member stated that schools should have some flexibility. However, another member commented that it would create equal opportunities for all children in the Borough.

After discussion of the report it was

**Resolved to RECOMMEND:** (to Cabinet)

That (1) first priority be given to Looked After Children in the oversubscription Criteria;

(2) the co-ordinated admissions schemes be agreed as set out in the consultation document;

(3) the medical criterion be amended so that parents could, in wholly exceptional circumstances, make a medical claim for a school that is not the closest to their home address provided this is the most appropriate school and the claim is supported by

evidence from a Consultant. In assessing these applications advice, as appropriate, would be sought from Harrow's Special Education Needs Panel;

(4) the tie-breaker be clarified so that where applicants live equidistant from the preferred school and places cannot be offered to both children, the oldest child would have the first available place. This would also be the case in the event of multiple births;

(5) the planned intake be reduced for Cedars First, Cedars Middle, Grange First, Grange Middle, from 90 to 60;

(6) instances of multiple offers be eliminated, parents who ask for their child's name to be placed on the waiting list for another school after a school place has been allocated, would be advised they have indicated their preferred school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer would supersede any previous offer, which would automatically be withdrawn;

(7) the closing date for Reception applications be changed from early November to end of January, with offer letters being sent at the end March/beginning of April (depending on when the spring break falls);

(8) all schools would admit children in one intake to Reception, however schools reserve the right to defer an admission on an individual basis whether to admit a child on a single or dual intake.

## **PART II - MINUTES**

### 26. **Election of Chairman:**

**RESOLVED:** That Councillor Mrs Janet Cowan be appointed Chairman of the Forum for a period of one year.

[Note: The Education (Admissions Forums) (England) Regulations 2002 state that the Chairman and Vice-Chairman shall hold office until the next meeting which falls after the date which is a year after the meeting at which the Chairman or Vice-Chairman was elected, and on ceasing to hold office shall be eligible for re-election].

### 27. **Attendance by Reserve Members:**

**RESOLVED:** To note that Reverend Paul Reece was reserving for Mrs K Uttley and Mrs Paula Chattaraj was reserving for Mr Prem Pawar.

### 28. **Election of Vice-Chairman:**

**RESOLVED:** That Councillor Bill Stephenson be appointed Vice-Chairman of the Forum for a period of one year.

(See also Note under Minute 26).

### 29. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bill Stephenson	Declared a personal interest in that he was a governor at Marlborough First and Middle School and Hatch End High School. Accordingly, he remained in the room and took part in the discussion and decision-making.
Councillor Mrs Janet Cowan	Declared a personal interest in that she was a governor at Belmont First and Middle School. Accordingly, she remained in the room and took part in the discussion and decision-making.
Councillor Dinesh Solanki	Declared a personal interest in that he was a governor at Belmont First and Middle School. Accordingly, he remained in the room and took part in the discussion and decision-making.

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Mr R Chauhan	Declared a personal interest in that he was a governor at Hatch End High School. Accordingly he remained in the room and took part in the discussion and decision-making.
Sue Jones	Declared a personal interest in that she was a Headteacher at Weald First School. Accordingly she remained in the room and took part in the discussion and decision-making.
Mrs D Palman	Declared a personal interest in that she was a governor at Moriah Jewish School. Accordingly she remained in the room and took part in the discussion and decision-making.
Mr B Lever	Declared a personal interest in that he was a governor at Moriah Jewish School. Accordingly he remained in the room and took part in the discussion and decision-making.
Mrs S Hinton	Declared a personal interest in that she was a governor at St John's School. Accordingly she remained in the room and took part in the discussion and decision-making.
Mr Paul Reece	Declared a personal interest in that he was Chair of Governors at St John's School. Accordingly, he remained in the room and took part in the discussion and decision-making.
Ms D Speel	Declared a personal interest in the she was governor at Cannon Lane Middle School. Accordingly she remained in the room and took part in the discussion and decision-making.
Ms H Tucker	Declared a personal interest in that she was governor at Norbury School. Accordingly she remained in the room and took part in the discussion and decision-making.

30. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

31. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 9 October 2006, be taken as read and signed as a correct record subject to the following amendment:

- (i) Attendance list:  
Ms H Tucker be recorded as absent with apologies received.

32. **Public Questions:**

**RESOLVED:** To note that no public questions were put at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

33. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

34. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

35. **Feedback from consultation on admission arrangements for 2008-09:**  
(See Recommendation 1)

36. **Date of Future Meetings:**

**RESOLVED:** That two meetings of the Harrow Admissions Forum be agreed for 9 October 2007 and 4 February 2008, both starting at 6.00 pm.

(Note: The meeting having commenced at 6.00 pm, closed at 6.57 pm)

(Signed) COUNCILLOR JANET COWAN  
Chairman





